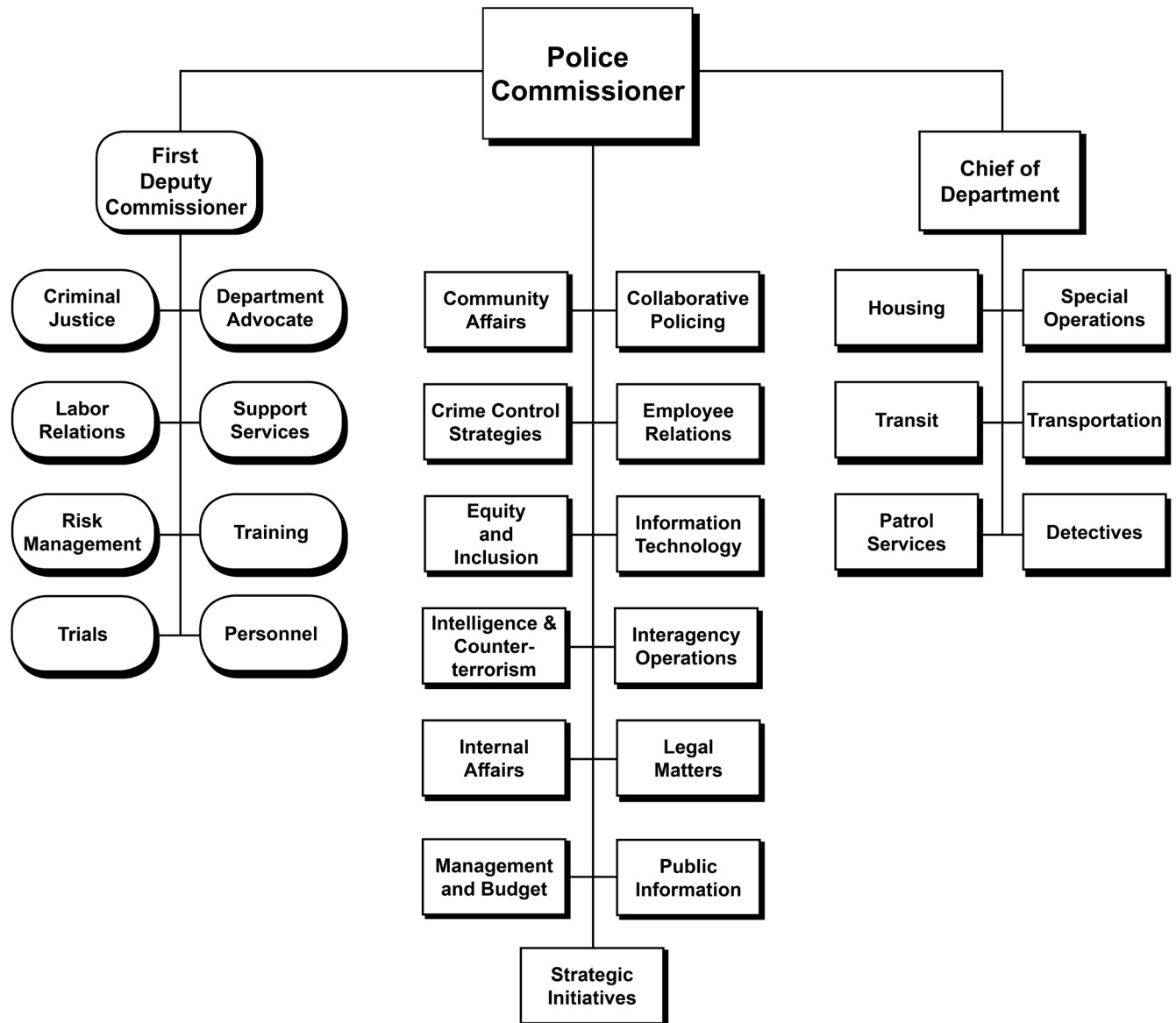


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*The following is a list of all Bureaus within the New York City Police Department. Each page includes a “Date effective” and “Last revision” caption. The “Date effective” caption indicates the date that the last amendment to the Bureau was made. The “Last revision” caption indicates the Interim Order that announced that amendment. The procedure to request amendments to the Organization Guide are outlined in Administrative Guide 322-44, “Requesting Organizational Changes.”*

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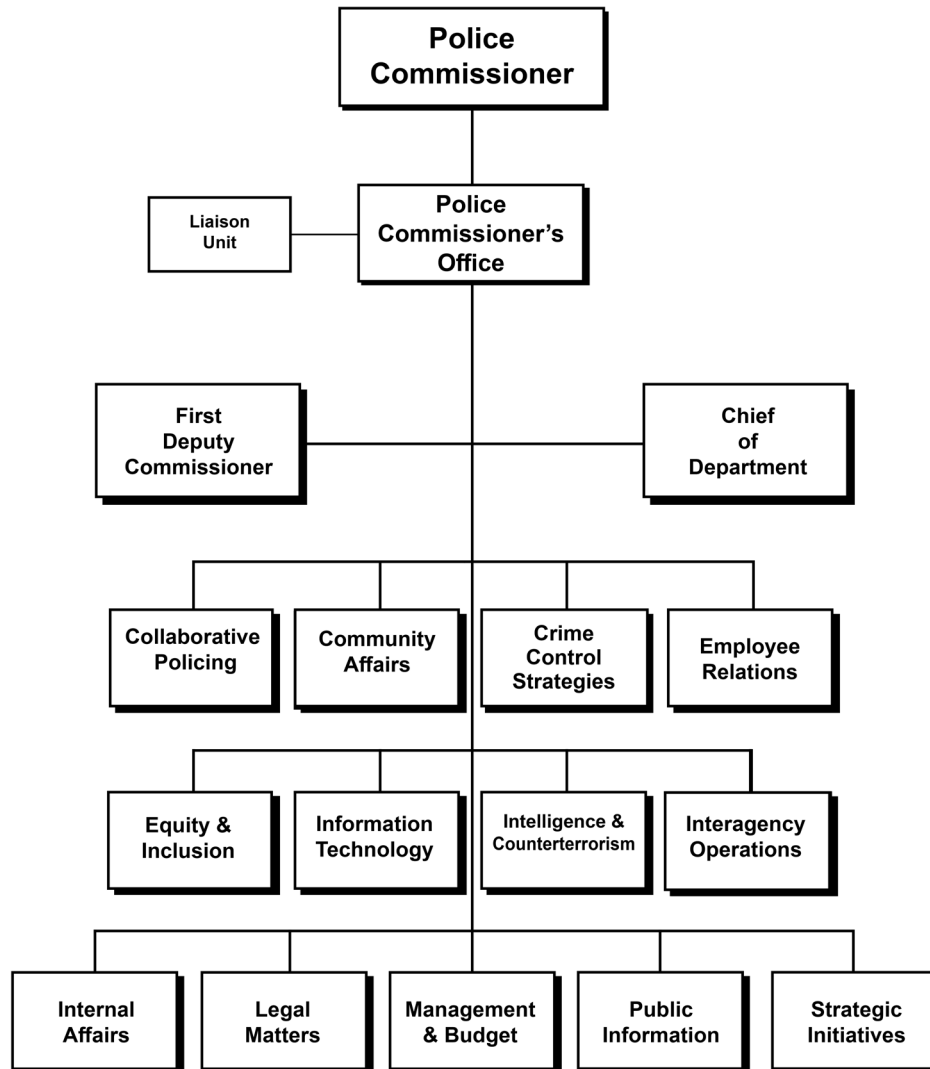


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## **POLICE COMMISSIONER**

**MISSION**            1.        Manage the Department to meet public needs for police services.

**FUNCTIONS**        1.        Provide leadership, direction and control of the government, administration, disposition, discipline and policies of the Department.

## **POLICE COMMISSIONER'S OFFICE**

1.        Perform all duties as required to achieve the mission of the Police Commissioner.
2.        Review and analyze all relevant Department records and data, and make recommendations to support the mission of the Police Commissioner.
3.        Advise the Police Commissioner of ongoing and future inter-agency and community concerns.
4.        Maintain Citywide liaison with private security organizations through coordination of the "Area Police/Private Security Liaison Program."
5.        Liaise with other City, state and federal agencies on a regular basis.
6.        Coordinate international visits between high ranking police and government delegations and executive level personnel of this Department.
7.        Exchange intelligence information with the Operations Bureau and other operational and investigative units as appropriate.

## **LIAISON UNIT**

1.        Advise the Police Commissioner of ongoing and future inter-agency and community concerns.
2.        Respond to incidents of community unrest in order to assist and advise borough and precinct/PSA/district commanders.
3.        Maintain citywide liaison with private security organizations through coordination of the "Area Police/Private Security Liaison Program."
4.        Liaison with other city, state and federal agencies on a regular basis. Coordinate international visits between high ranking police and government delegations and executive level personnel of this Department
5.        Exchange intelligence information with the Operations Division and other operational and investigative units as appropriate.
6.        Perform any other duties as directed by the Police Commissioner.
7.        Assign a member of the service to the position of LGBTQIA+ (lesbian, gay, bisexual, transgender/trans, queer, questioning, intersex, asexual and other gender identities and sexual orientations) Liaison, who will:
  - a.        Support all Bureaus on LGBTQIA+ related issues,
  - b.        Review and make recommendations on policies under consideration by the Office of Management Analysis and Planning that affect the City's LGBTQIA+ community as well as the NYPD's LGBTQIA+ workforce,
  - c.        Partner with Community Affairs Bureau's LGBTQIA+ Outreach Unit to engage external partners,

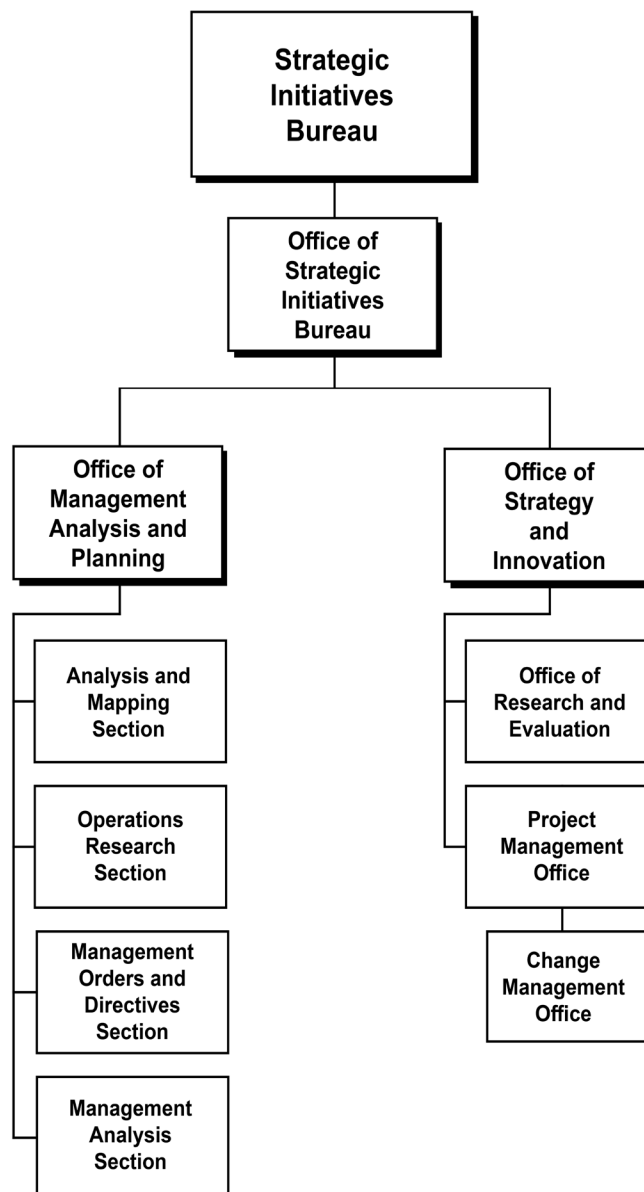


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- d. Partner with the Training Bureau on workforce outreach and institutionalizing trainings.
- e. Work to strengthen the LGBTQIA+ Advisory Panel, which convenes with community partners and advocates.

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## **STRATEGIC INITIATIVES BUREAU**

### **MISSION**

1. Design and drive long term, enterprise-wide transformation by evaluating policies, programs, and resources, and strive toward maximum organizational efficiency and effectiveness.

### **FUNCTIONS**

1. Serve as a primary advisor to the Police Commissioner regarding the Department's short and long term strategic goals.
2. Examine new technologies and explore innovative solutions to help the Department fulfill its primary mission of keeping New York City safe.

## **OFFICE OF STRATEGIC INITIATIVES BUREAU**

1. Oversee all activities of the Strategic Initiatives Bureau.
2. Serve as the primary advisor to the Chief of Strategic Initiatives and advise on all legislative and policy matters.
3. Assist in direction, coordination and control of the Office of Management Analysis and Planning and Office of Strategy and Innovation.
4. Manage the administrative, personnel and budgetary functions of units assigned to Strategic Initiatives Bureau.

## **OFFICE OF MANAGEMENT ANALYSIS AND PLANNING**

1. Propose policies, strategies, programs, organizational structures and staffing to maintain maximum effectiveness.
2. Monitor and maintain the Department's crime reporting system and ensure the integrity of the crime reporting system.
3. Conduct analyses of crime data and disseminate crime statistics.
4. Maintain the Department Manual and oversee form design and control.
5. Oversee the Management Orders and Directives Section, Analysis and Mapping Section, Management Analysis Section, and Operations Research Section.

## **MANAGEMENT ORDERS AND DIRECTIVES SECTION**

1. Responsible for updating and maintaining the Department Manual.
2. Review, draft, publish and disseminate new and revised Department directives.
3. Implement innovative ways to streamline the Departments body of knowledge.
4. Oversee form design and control.

## **ANALYSIS AND MAPPING SECTION**

1. Manage and maintain geospatial intelligence capabilities.
2. Manage technology used to acquire, manipulate and store geospatial information.
3. Implement innovative ways to see and understand data trends, outliers and patterns.
4. Analyze and provide research data for research requests, as requested.
5. Perform review of research topics from internal/external sources and vet requests for letters of support.

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### **MANAGEMENT ANALYSIS SECTION**

1. Assess current Department operations and policies, and make recommendations for improvement.
2. Identify process gaps and resource needs to enhance operational efficiency.
3. Prepare policy, procedural and budgetary briefing materials for the Police Commissioner and other members of the executive staff.
4. Prepare public reports and statistical analyses for external and internal presentations.
5. Respond to external requests for Department information and surveys.
6. Conduct resource analyses and make recommendations to support the needs and objectives of the Department.

### **OPERATIONS RESEARCH SECTION**

1. Ensure data integrity and consistency.
2. Monitor and maintain the Department's crime reporting system.
3. Analyze crime data to ensure validity, integrity and reliability.
4. Prepare, analyze and interpret crime complaint and arrest data.
5. Prepare mandated crime and enforcement data submissions to the FBI Uniformed Crime Reporting System, NYS Division of Criminal Justice Services and NYC City Council.

### **OFFICE OF STRATEGY AND INNOVATION**

1. Act as the primary liaison to the Innovation Steering Committee.
2. Liaise with law enforcement, private industry and academia, to identify emerging trends, solutions, and technologies.
3. Implement innovative pilot programs based on new and emerging trends/ideas.
4. Ensure existing and proposed strategies and initiatives are consistent with policy, mission, and values of the Department.
5. Ensure the project intake, management, design, and evaluation functions of the Department are coordinated.
6. Propose and develop strategies and projects to achieve Departments goals and objectives.
7. Oversee the Office of Research and Evaluation and the Project Management Office.
8. Confer regularly with the Office of Management and Planning on items of mutual concern.

### **OFFICE OF RESEARCH AND EVALUATION**

1. Conduct research that focuses future initiatives through comprehensive horizon scanning and facilitate internal information sharing.
2. Liaise with law enforcement agencies and organizations, private sector and academia in order to identify emerging trends, exchange industry standards, problem solve, and identify emerging solutions and technologies.
3. Oversee planning of projects key features and make recommendations to ensure goals are measurable, achievable, and informed by best practices research.
4. Manage and evaluate external research proposals, evaluations, and partnerships.
5. Perform post-implementation project and program evaluations.

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6. Develop baseline metrics and key performance indicators to determine post implementation success and challenges.
7. Coordinate Department surveys, synthesize, disseminate results, and identify trending topics for further exploration.
8. Receive Department requests for research.
9. Review final research report/products received from research entities.

#### **PROJECT MANAGEMENT OFFICE**

1. Provide a key level of support to complex, multi-bureau, and priority projects.
2. Ensure successful project delivery by defining and maintaining project management standards throughout the life-cycle of a project (i.e., scoping, planning, implementation, evaluation, etc.).
3. Facilitate and coordinate implementation of projects across bureaus.
4. Connect expertise and resources in order to support projects and build the capacity for project management.
5. Develop project management standards and best practices to be followed.
6. Conduct and maintain training for project management capacities.
7. Oversee the Change Management Office.

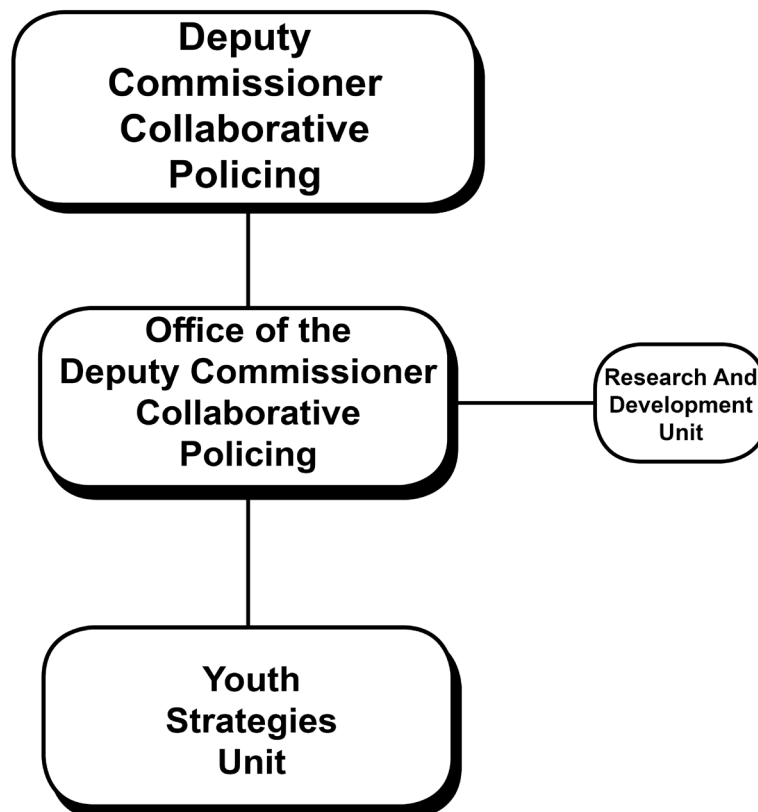
#### **CHANGE MANAGEMENT OFFICE**

1. Develop strategies to support adoption of change in the Department to ensure change is effectively integrated.
2. Develop change and stakeholder management, communications, training, knowledge transfer, and post implementation support plans.
3. Analyze and determine communication audience, method and timing for such communication.
4. Develop and manage “Project Champion” network to deliver target messaging and carry out change activities with impacted groups.



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<b>DEPUTY COMMISSIONER, COLLABORATIVE POLICING</b>		
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### **DEPUTY COMMISSIONER, COLLABORATIVE POLICING**

#### **MISSION**

1. Identify opportunities for public and private partnership and closely collaborate with other agencies toward the mission of public safety.

#### **FUNCTIONS**

1. Cultivate strong partnerships with the Department and all members of the community, including law enforcement agencies, City agencies, and community leaders.
2. Spearhead the Department's youth strategies efforts in its mission to protect and serve the youth of New York City.
3. Liaise with the Mayor's Office of Criminal Justice (MOCJ) to provide operational oversight and support for the Crime Victims Assistance Program (CVAP).
4. Liaise with the Mayor's Office to Prevent Gun Violence to provide support for the NYC Crisis Management System (CMS)'s violence interrupters/credible messengers.
5. Assist with coordination of the Gun Violence Strategies Partnership (GVSP), a multi-agency effort to reduce gun violence in New York City.

### **OFFICE OF DEPUTY COMMISSIONER, COLLABORATIVE POLICING**

1. Assist in direction, coordination and control of the Youth Strategies Unit.
2. Oversee functions of Youth Strategies Unit, and all their relevant sub-units.
3. Advise the Deputy Commissioner, Collaborative Policing, and other Department executives on strategies to maintain productive relationships with external organizations and diverse communities.
4. Oversee all fiscal and budgetary matters for Collaborative Policing, Youth Strategies Unit, and all their relevant sub-units.
5. Manage issues and provide oversight related to public relations, press, social media, and communications, both external and internal, for Collaborative Policing, Youth Strategies Unit, and all their relevant sub-units.

### **RESEARCH AND DEVELOPMENT UNIT**

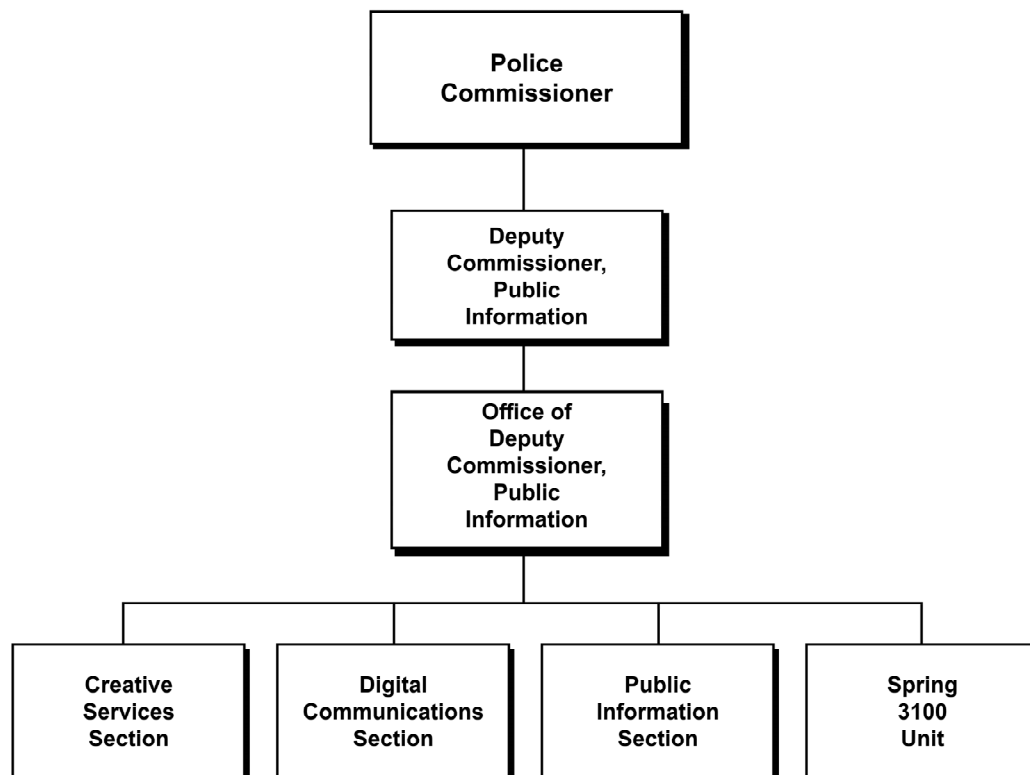
- (1) Responsible to conduct research and evaluate available information related to new programs and initiatives.
- (2) Confer with appropriate units within the Department, other agencies and private entities to delineate the mission and goals of each program/initiative.
- (3) Develop plans for implementation of programs/initiatives to include specific direction and staffing recommendations.

### **YOUTH STRATEGIES UNIT**

1. Streamline the Department's efforts that support youth, assess areas for innovation, and develop new approaches in its mission to protect and serve the youth of New York City.

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## **DEPUTY COMMISSIONER, PUBLIC INFORMATION**

- MISSION**      1. Retrieve and disseminate accurate police-related information in conformity with the law and critical investigative needs of the Department.
- FUNCTIONS**    1. Advise the Police Commissioner on matters involving the media.  
                          2. Coordinate public and press relations of the Department.  
                          3. Compose and edit press-related material for the Police Commissioner.  
                          4. Supervise press relations.

## **OFFICE OF DEPUTY COMMISSIONER, PUBLIC INFORMATION**

1. Oversee all activities of the Deputy Commissioner, Public Information.
2. Assist in the direction, coordination and control of the Creative Services Section, Digital Communications Section, Public Information Division, and the Spring 3100 Unit.
3. Perform confidential administrative functions, short-term planning, organizing, staffing and management tasks.
4. Monitor and develop plans for optimizing the allocation of resources within those commands under the jurisdiction of the Deputy Commissioner, Public Information.
5. Issue police press cards.
6. Manage the release of information across various media platforms.
7. Prepare correspondence for public officials, dignitaries, community boards, public interest groups and members of the public.

## **CREATIVE SERVICES SECTION**

1. Perform numerous crucial roles in response to the assorted needs of the New York City Police Department.
2. Provide complex art, design, data analysis, infographics, video, animations, presentations, publications, and reports for the Department.
3. Support all executive-level staff in preparing internal and external communications.
4. Create documents for release to the press, and for executive conferences and public campaigns.
5. Generate content for Department social media initiatives.
6. Oversees the graphic art team, video team, and marketing team.

## **DIGITAL COMMUNICATIONS SECTION**

1. Manage the Department's social media assets, including "NYPDNews" Blog, Twitter, Facebook, Instagram and YouTube accounts.
2. Maintain and support social media accounts for Department executives and individual command accounts, including precincts, PSA's, and specialty units.
3. Provide training for Department personnel regarding social media usage and policy.
4. Maintain, manage, coordinate, and oversee deployment of content on the Department's public-facing website.
5. Manage and deploy content on the Department intranet portal homepage.

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## **PUBLIC INFORMATION DIVISION**

1. Ensure the right of the public to be informed of new procedures, administrative changes, special problems requiring public cooperation and police services available.
2. Respond to all press inquiries received by the Department.
3. Establish field press liaison at the scene of an emergency or other newsworthy event.
4. Collect, review and analyze information from other sources (i.e., field units, other agencies, staff units, etc.) and disseminate to the media, executive staff, the Mayor's Office and other government offices.
5. Advise members of the service concerning information which may be disseminated to representatives of the news media.
6. Conduct investigations with uniformed members of the service (i.e., detectives, duty captains, other ranking officers) and follow-up on routine notifications concerning unusual or newsworthy events to ascertain accuracy of facts.
7. Confer with investigators, prosecutors, Legal Bureau, Law Department and others concerning the appropriateness of releasing specified information.
8. Enforce rules and regulations relative to policing media access to crime scenes and other restricted areas.
9. Investigate incidents (i.e., arrests, confrontations, etc.) involving members of the service and the media, including those where press credentials are removed.
10. Coordinate with other agencies (Secret Service, FBI, ATF, District Attorney's Offices, etc.) concerning the appropriateness of releasing specified information.
11. Meet with other agencies to coordinate major events relative to balancing the needs of the media with security and other logistical concerns.
12. Arrange interviews of members of the service by the media.
13. Review various newspapers and periodicals for relevant articles and disseminate to executive staff and other members of the Department.
14. Maintain files of police-related articles and television newscasts.
15. Conduct media training courses for police supervisors.
16. Investigate requests for press credentials and issue various types of personal and vehicle credentials each year.

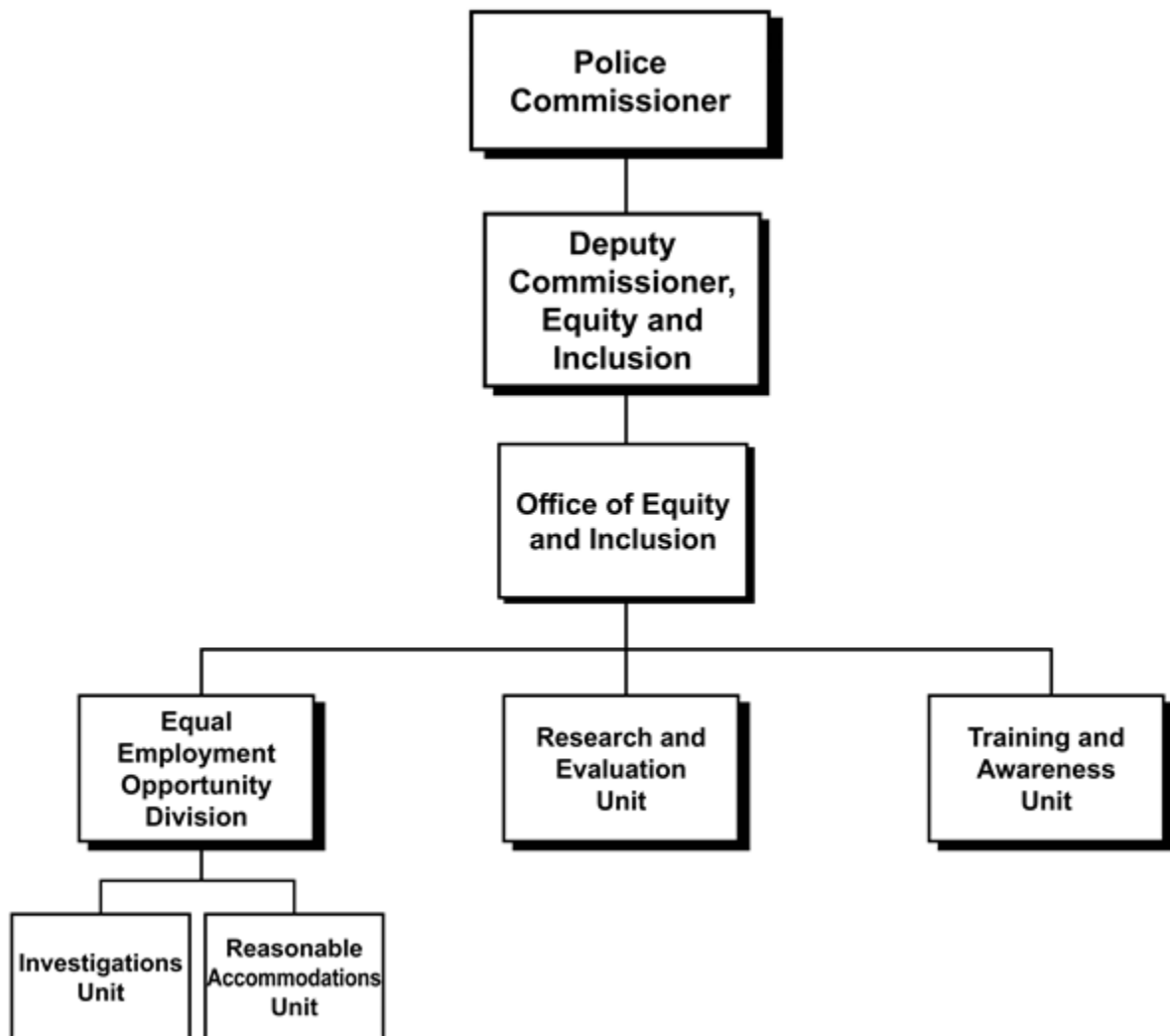
## **SPRING 3100 UNIT**

1. Publish NYPD's official magazine, *Spring 3100*.
2. Highlight individual and collective achievements citywide.
3. Design and produce the Department's Medal Day and monthly promotions program booklet.



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<b>DEPUTY COMMISSIONER, EQUITY AND INCLUSION</b>		
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## **DEPUTY COMMISSIONER, EQUITY AND INCLUSION (DCEI)**

**MISSION**      1.      Promote a fair, safe, inclusive, and accommodating work environment for all members of the New York City Police Department by ensuring employees are treated with dignity and respect in the workplace, identifying and addressing obstacles to success, and promoting a fair and inclusive workplace that is free from discrimination and harassment.

**FUNCTIONS**    1.      Advise the Police Commissioner on diversity, equity, inclusion, and Equal Employment Opportunity (EEO) matters.  
                          2.      Provide leadership, direction, and oversee all operations of Office of Equity and Inclusion (OEI) and Equal Employment Opportunity Division (EEOD).

## **OFFICE OF EQUITY AND INCLUSION**

1.      Oversee all activities of the Office of Equity and Inclusion
2.      Direct and coordinate strategic efforts to further diversity, equity, and inclusion ideals (e.g. fairness, impartial treatment, opportunity, employee engagement, development, transparency, and respect, etc.) throughout the Department.
3.      Raise awareness and promote a bias-free workplace that is safe, and free from employment discrimination and sexual harassment.
4.      Manage the administrative, personnel, and budgetary functions of units assigned to Deputy Commissioner, Equity and Inclusion.
5.      Oversee the Department's Language Access Program and ensure the provision of police service to Limited English Proficient (LEP) individuals.

## **EQUAL EMPLOYMENT OPPORTUNITY DIVISION**

1.      Ensure the Department's compliance with the City's Equal Employment Opportunity policy as well as federal, state and local laws.
2.      Identify equal employment opportunity problem areas and assist in the resolution.
3.      Serve as the Disability Service Facilitator (DSF)/ADA Disability Rights Coordinator to comply with and carry out the department's responsibilities under the ADA and other federal, state, and local laws and regulations concerning accessibility for persons with disabilities and resolve grievances by filed by members of the public
  - a.      **Investigations Unit**
    - (1)      Investigate allegations or complaints of employment discrimination and make appropriate disciplinary recommendations if necessary.
    - (2)      Assure the Department's compliance with Title VII of the Civil Rights Act of 1964 and applicable federal, state, and local laws.
    - (3)      Make recommendations to Deputy Commissioner, Equity and Inclusion to improve compliance with City, state and federal Equal Employment Opportunity laws based on identified shortcomings.
    - (4)      Recommend training topics based on results of investigations.

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b. **Reasonable Accommodations Unit**

- (1) Respond to and address all employee and applicant requests for reasonable accommodations in accordance with applicable federal, state, and local laws.

**RESEARCH AND EVALUATION UNIT**

1. Assess Department policies, programs, and practices (i.e. recruitment, hiring, training and development, employee opportunities, etc.) to ensure they are fair, impartial, and transparent.
2. Monitor the Department's workforce composition to identify and provide strategic guidance on ways to improve the Department's ability to attract, develop, and retain a highly qualified workforce that best serves our diverse community.
3. Conduct equity and inclusion workplace and workforce assessments, identifying areas for improvement.
4. Liaise with internal and external stakeholders on equity and inclusion matters, and recommend ways to implement best practices within the Department.
5. Monitor and maintain the Department's EEO and Reasonable Accommodation data reporting system.
6. Coordinate and conduct quarterly and annual mandated EEO reports, and additional reporting as necessary.

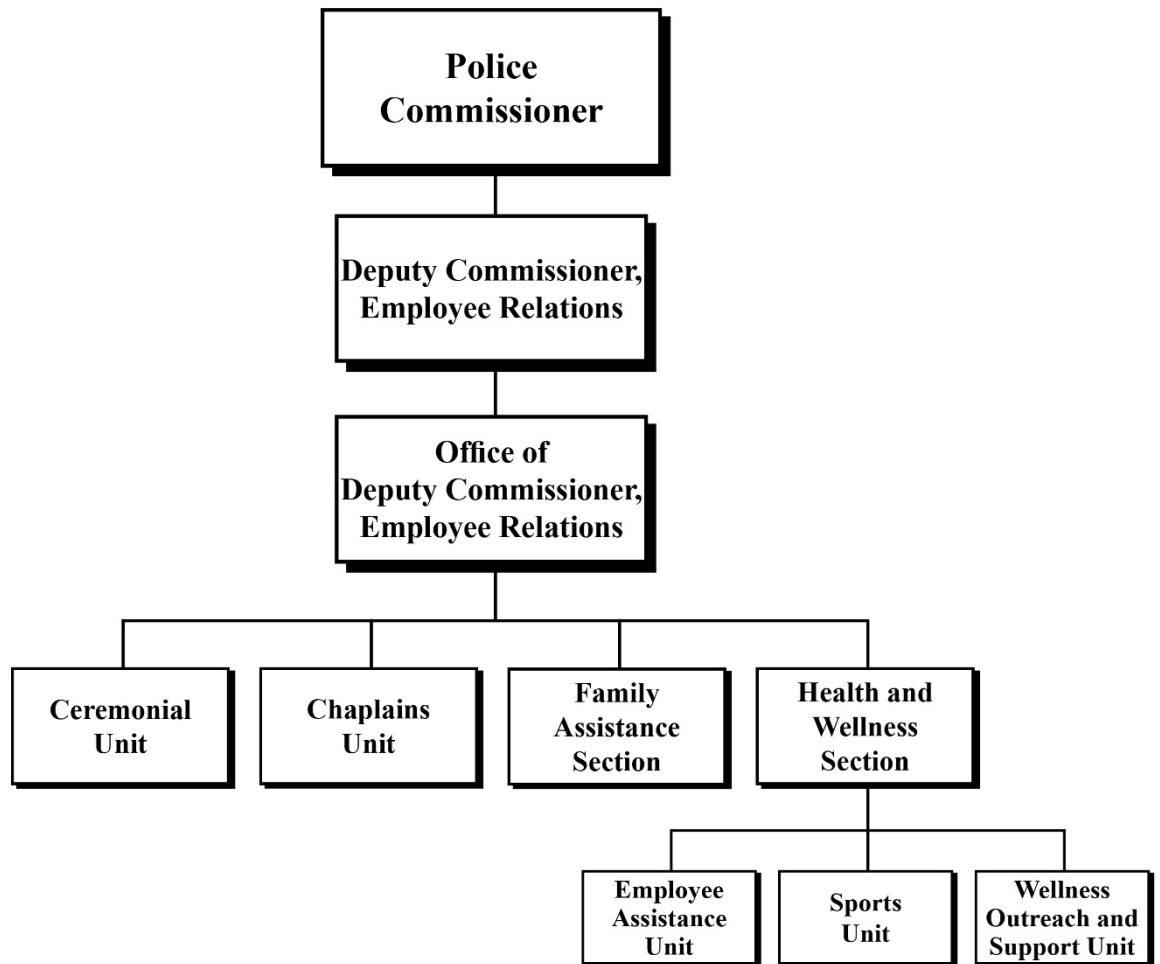
**TRAINING AND AWARENESS UNIT**

1. Provide training to all employees on Citywide and Department EEO and Reasonable Accommodation policies, and all relevant federal, state, and local laws.
2. Educate employees on matters related to cultural awareness, diversity, equity and inclusion.
3. Coordinate with the Training Bureau to ensure training related to diversity, equity, inclusion, equal employment opportunity and reasonable accommodations is delivered to all personnel appropriately.
4. Ensure all mandated EEO materials are updated and conduct periodic command audits to ensure they are displayed appropriately.
5. Supervise and coordinate the functions of the Equal Employment Opportunity Liaison Network.



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<b>DEPUTY COMMISSIONER, EMPLOYEE RELATIONS</b>		
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### **DEPUTY COMMISSIONER, EMPLOYEE RELATIONS**

- MISSION**
1. Facilitate communication between line, fraternal, ethnic, and religious organizations, and the Department.
  2. Collaborate across bureaus to improve overall wellness of members of the Department.
  3. Promote the health and well-being of all members of the service.
- FUNCTIONS**
1. Maintain a liaison to line, fraternal, ethnic, and religious organizations as directed by the Police Commissioner.
  2. Perform duties as directed by the Police Commissioner.
  3. Serve as overhead command to Ceremonial Unit, Chaplains Unit, Family Assistance Section and Health and Wellness Section.

### **OFFICE OF DEPUTY COMMISSIONER, EMPLOYEE RELATIONS**

1. Perform administrative functions, staffing and management tasks for Deputy Commissioner, Employee Relations.
2. Assist in direction, coordination and control of the Ceremonial Unit, Chaplains Unit, Family Assistance Section and Health and Wellness Section.

### **CEREMONIAL UNIT**

1. Develop and maintain ceremonial protocol for all Department events.
2. Represent the Department at State and National functions, as directed.

### **CHAPLAINS UNIT**

1. Provide spiritual guidance to members of the service and their families.
2. Officiate at various Department functions.
3. Visit hospitalized members of the service, and/or members recovering with serious injuries or illnesses at home.

### **FAMILY ASSISTANCE SECTION**

1. Provide twenty-four hours a day, seven days a week, response and assistance to members of the service and their families following serious injury or death.
2. Attend to the families of members of the service who perished in the line of duty.
3. Consider, and if appropriate, facilitate reasonable accommodations for members of the service who are caretakers for sick, injured and/or disabled relatives.
4. Arrange for temporary transfers and special tours to allow members of the service to address medical or personal hardships.

### **HEALTH AND WELLNESS SECTION**

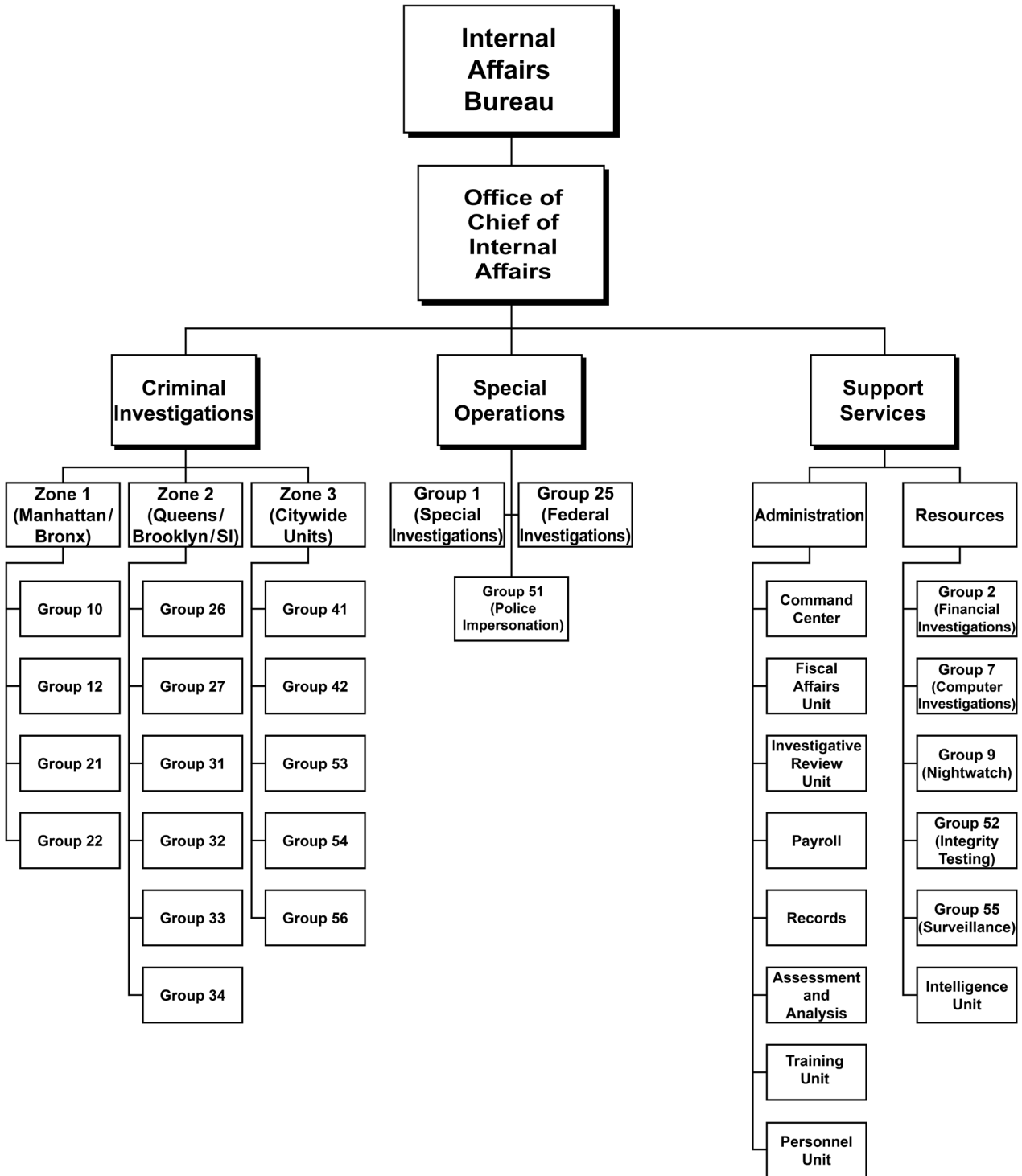
1. Promote the health, wellness, morale and well-being of all members of the service.
2. Oversee and manage the Employee Assistance Unit, Sports Unit and Wellness Outreach and Support Unit.
3. Oversee the Mental Health and Wellness Coordinator.
4. Oversee and manage the Peer Support Program.

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5. Seek, manage, and promote partnerships with a variety of internal and external partners regarding member health and well-being.
6. Provide outreach and training regarding the topic of health and well-being.
  - a. **Employee Assistance Unit**
    - (1) Serve as the critical peer support catalyst for the New York City Police Department.
    - (2) Provide assistance for members of the Department that may experience trauma, relationship issues, grief/bereavement and other issues that affect their position within the Department.
    - (3) Provide emergency response to serious events involving members of the service such as, peer counseling, emotional guidance, and critical incident stress management.
    - (4) Provide crisis intervention.
    - (5) Serve as a liaison to Police Officers Offering Peer Assistance (POPPA).
    - (6) Conduct need assessments for post-Suspension/Modified Assignment and make referrals.
    - (7) Liaise with medical and psychological providers.
  - b. **Sports Unit**
    - (1) Coordinate, promote, and schedule intra-Department sports teams for active/retired members of the service to bolster competitiveness, camaraderie, and overall members' well-being.
    - (2) Assist, guide, promote, and coordinate activities of inter-Department sports teams including scheduling events and provide logistical assistance as appropriate.
    - (3) Assist members in creating and maintaining Department related sports teams.
  - c. **Wellness Outreach and Support Unit**
    - (1) Offer mental health services to every member of the service.
    - (2) Provide information regarding health and wellness at major events, details and roll calls.
    - (3) Conduct counseling sessions for members of the service involved in critical incidents.
    - (4) Attend Department functions and event

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## **INTERNAL AFFAIRS BUREAU**

### **MISSION**

1. To detect, deter, and defeat corruption and serious misconduct throughout the Department.

### **FUNCTIONS**

1. Serve as the recipient of all allegations of misconduct involving members of the service (uniformed and civilian).
2. Conduct investigations of criminal activity and allegations of serious misconduct by members of the service (uniformed and civilian).
3. Refer allegations of lesser misconduct or violations to the appropriate borough/bureau Investigations Unit.
4. Perform other confidential investigations as directed by the Police Commissioner.
5. Establish and maintain liaison with other governmental agencies concerned with the criminal justice system.
6. Maintain an analysis capability that will identify emerging patterns and conditions relating to corruption.
7. Develop and maintain an automated case management system that assures timely reassessment of cases and dissemination of information.
8. Gather information to provide a valid overview of corruption.
9. Recommend and supervise preventive action to minimize or preclude opportunities for corrupt practices or other misconduct.
10. Assure prompt and efficient investigation of all allegations of serious misconduct.
11. Maintain liaison with the Department of Investigation, District Attorneys' Offices, and other governmental investigating bodies.
12. Maintain records of all complaints alleging serious misconduct.
13. Assure prompt and efficient investigation of all allegations of corruption or other serious misconduct when the investigation is:
  - a. Unusually sensitive
  - b. Likely to be of long duration
  - c. Complex or requires coordination of several units or other investigating agencies.

*Allegations of non-criminal violations or Department regulations, and lesser misconduct, may be referred to the appropriate borough/bureau Investigations Unit for investigation at the discretion of the Chief of Internal Affairs Bureau. Additionally, specific cases in which a criminal act has occurred but no further investigation is required (i.e., arrest for off-duty Driving While Intoxicated, arrest for off-duty domestic disturbance, etc.) may be referred to the Investigations Unit concerned for further appropriate action.*

### **OFFICE OF CHIEF OF INTERNAL AFFAIRS**

1. Assist in all administrative functions of Chief of Internal Affairs.
2. Assist in direction, coordination and control of Criminal Investigations, Special Operations and Support Services



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## **CRIMINAL INVESTIGATIONS**

1. Investigate allegations of corruption or serious misconduct according to the geographical area of the subject officer's permanent command, with the exception of investigations conducted by specialized groups under Support Services of the Internal Affairs Bureau.
2. Oversee investigations conducted by members assigned to Zone 1 (Groups 10, 12, 21 and 22), Zone 2 (Groups 26, 27, 31, 32, 33 and 34) and Zone 3 (Groups 41, 42, 53, 54, 56).

### **ZONE 1 MANHATTAN/BRONX**

1. Consists of Groups 10, 12, 21 and 22.
  - a. Group 10 consists of the 19<sup>th</sup>, 20<sup>th</sup>, Central Park Precinct, 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 28<sup>th</sup>, 30<sup>th</sup>, 32<sup>nd</sup>, 33<sup>rd</sup>, 34<sup>th</sup> Precincts, Transit Districts 1 and 3 and Police Service Areas 5 and 6.
  - b. Group 12 consists of the 1<sup>st</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 13<sup>th</sup>, 17<sup>th</sup>, Midtown South, Midtown North Precincts, Transit Districts 2 and 4 and Police Service Area 4.
  - c. Group 21 consists of the 42<sup>nd</sup>, 44<sup>th</sup>, 46<sup>th</sup>, 48<sup>th</sup>, 50<sup>th</sup>, Transit District 11 and Police Service Area 7.
  - d. Group 22 consists of the 40<sup>th</sup>, 41<sup>st</sup>, 43<sup>rd</sup>, 45<sup>th</sup>, 47<sup>th</sup>, 49<sup>th</sup>, 52<sup>nd</sup>, Transit District 12 and Police Service Area 8.

### **ZONE 2 QUEENS/BROOKLYN/STATEN ISLAND**

1. Consists of Groups 26, 27, 31, 32, 33 and 34.
  - a. Group 26 consists of the 104<sup>th</sup>, 108<sup>th</sup>, 109<sup>th</sup>, 110<sup>th</sup>, 111<sup>th</sup>, 112<sup>th</sup>, 114<sup>th</sup> and 115<sup>th</sup> Precincts.
  - b. Group 27 consists of the 100<sup>th</sup>, 101<sup>st</sup>, 102<sup>nd</sup>, 103<sup>rd</sup>, 105<sup>th</sup>, 106<sup>th</sup>, 107<sup>th</sup>, 113<sup>th</sup> Precincts, Transit Districts 20 and 23 and Police Service Area 9.
  - c. Group 31 consists of the 79<sup>th</sup>, 81<sup>st</sup>, 83<sup>rd</sup>, 88<sup>th</sup>, 90<sup>th</sup> and 94<sup>th</sup> Precincts, Transit District 30 and Police Service Area 3.
  - d. Group 32 consists of the 66<sup>th</sup>, 67<sup>th</sup>, 70<sup>th</sup>, 71<sup>th</sup>, 72<sup>th</sup>, 76<sup>th</sup>, 78<sup>th</sup> and 84<sup>th</sup> Precincts.
  - e. Group 33 consists of the 60<sup>th</sup>, 61<sup>st</sup>, 62<sup>nd</sup>, 68<sup>th</sup>, 120<sup>th</sup>, 121<sup>st</sup>, 122<sup>nd</sup>, and 123<sup>rd</sup> Precincts, Transit District 34 and Police Service Area 1.
  - f. Group 34 consists of the 63<sup>rd</sup>, 69<sup>th</sup>, 73<sup>rd</sup>, 75<sup>th</sup> and 77<sup>th</sup> Precincts, Transit Districts 32 and 33 and Police Service Area 2.

### **ZONE 3 CITYWIDE UNITS**

1. Consists of Group 41 (Detective Bureau Manhattan and Bronx), Group 42 (Detective Bureau Brooklyn, Queens and Staten Island), Group 53 (School Safety), Group 54 (Force), and Group 56 (Traffic).

## **SPECIAL OPERATIONS**

### **GROUP 1 (SPECIAL INVESTIGATIONS)**

1. Investigate allegations of corruption or serious misconduct as directed by the Chief of Internal Affairs Bureau.



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### **GROUP 25 (FEDERAL INVESTIGATIONS)**

1. Citywide investigative unit that partners with a multitude of Federal agencies to investigate allegations of corruption or serious misconduct that violate Federal statutes involving members of the service.
2. Partner in the joint cooperative effort of the Federal Bureau of Investigation (FBI) New York Public Corruption Task Force (NYPCTF) whose mission is to identify, investigate, and prosecute public corruption and fraud perpetrated against the Federal Government.

### **GROUP 51 (POLICE IMPERSONATIONS)**

1. Investigate all police impersonations occurring during the commission of a robbery or other serious crime
2. Coordinate activities/investigations with the Central Robbery Division involving all police impersonations occurring during the commission of a robbery or as otherwise directed.

### **SUPPORT SERVICES**

1. Oversee and coordinate the operation of Administration and Resources.

### **ADMINISTRATION**

1. Oversee the administrative functions of the Internal Affairs Bureau.
2. Oversee and coordinate the operations of Command Center, Fiscal Affairs Unit, Investigative Review Unit, Payroll, Records Unit, Assessment and Analysis, Training Unit, and Personnel Unit.
  - a. **Command Center**
    - (1) Serve as a twenty-four hour, seven days a week clearinghouse for the intake of all allegations of corruption and/or misconduct against members of the service.
  - b. **Fiscal Affairs Unit**
    - (1) Oversee budgetary concerns for the Internal Affairs Bureau.
  - c. **Investigative Review Unit**
    - (1) Review investigations and investigative case folders to ensure that Internal Affairs Bureau investigations reflect investigative excellence.
    - (2) Conduct self-inspections and audits of Internal Affairs Bureau procedures.
  - d. **Payroll**
    - (1) Process all documents relating to time and payroll records.
    - (2) Process court notifications for all members assigned to the Internal Affairs Bureau.
  - e. **Records**
    - (1) Process requests for release of copies of cases.
    - (2) Conduct Central Personnel Index (CPI) and background checks for members of the service considered for promotion, transfer, and those filing for retirement.

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- (3) Conduct inquiries regarding members of the service served with legal papers in connection with official duties who are seeking the assistance of Corporation Counsel.
  - (4) Provide case status updates or assignments to complainants.
- f. **Assessment and Analysis**
  - (1) Review, evaluate, and classify all Internal Case Management System (ICMS) logs and send to appropriate investigative unit.
  - (2) Prepare statistical reports and command profile reports.
- g. **Training Unit**
  - (1) Coordinate all internal training for the Internal Affairs Bureau.
  - (2) Coordinate training for the Internal Affairs Bureau and other Department investigators.
  - (3) Identify, design, research and implement training needs by means of in-service training cycles.
- h. **Personnel Unit**
  - (1) Maintain personnel records for the Internal Affairs Bureau.
  - (2) Process applicants and coordinate recruitment program for the Internal Affairs Bureau.”

## **RESOURCES**

- 1. Oversee and coordinate the operation of Computer Investigations, Financial Investigations, Group 9, Group 52, Intelligence Unit and Surveillance Unit.
  - a. **Group 2 (Financial Investigations)**
    - (1) Conduct internal investigations and/or assist with group cases where the allegation against the subject(s) is of a financial nature (e.g., mortgage fraud, check fraud, money laundering, etc.).
    - (2) Conduct financial background checks of subjects in IAB cases, when warranted.
    - (3) Identify financial irregularities (e.g., assets/liabilities/large currency transactions, bankruptcies, etc.).
    - (4) Analyze and summarize bank records.
  - b. **Group 7 (Computer Investigations)**
    - (1) Conduct and/or assist in computer related investigations.
    - (2) Administer, manage and maintain all IAB computer systems.
    - (3) Conduct Public Records Database searches for IAB investigations.
    - (4) Act as liaison with the Information Technology Bureau (ITB).
    - (5) Process photographs, duplicate audio/video recordings and distribute technical equipment.
    - (6) Administer passwords to Department and IAB databases.
    - (7) Conduct forensic examinations of computer hardware and software as well as other electronic evidence seized by IAB personnel.
    - (8) Advise/assist IAB groups/units in conducting search warrants involving electronic equipment.

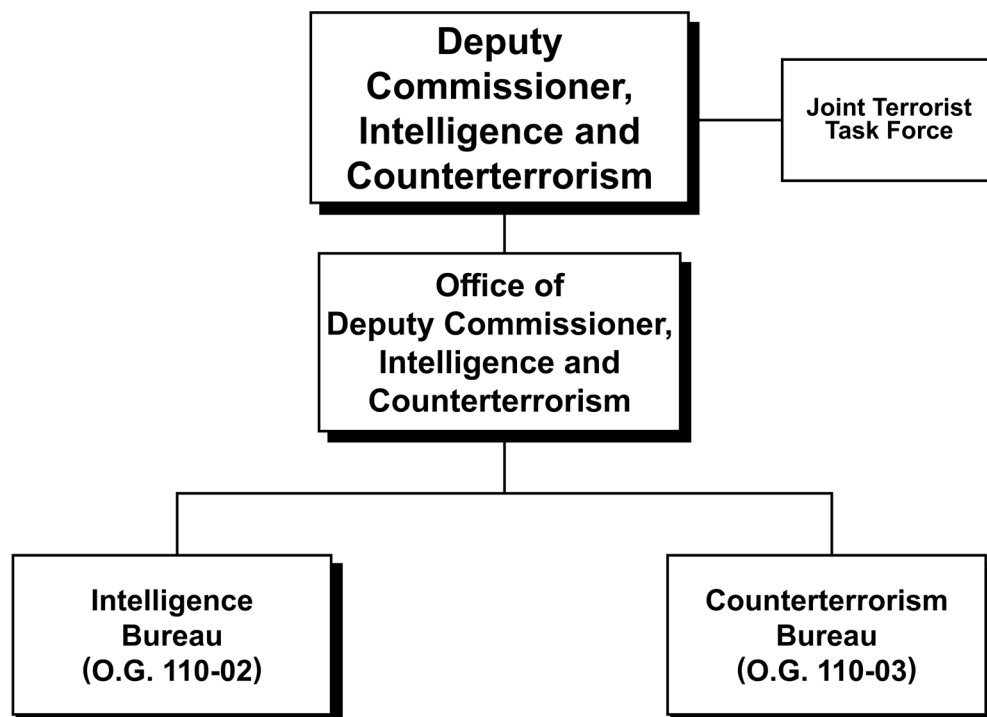


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- c. **Group 9 (Nightwatch)**
  - (1) Respond to incidents of police corruption and misconduct during the overnight hours when members from other IAB groups are not available.
- d. **Group 52 (Integrity Testing)**
  - (1) Develop and conduct sophisticated integrity scenarios to be used in random and targeted test situations.
  - (2) Conduct undercover operations as directed by the Chief of Internal Affairs Bureau.
- e. **Intelligence Unit**
  - (1) Gather and report information from internal and external sources relative to corruption and serious misconduct.
- f. **Group 55 (Surveillance Unit)**
  - (1) Conduct intensive covert surveillance and lend undercover expertise to other groups within the Internal Affairs Bureau.

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## **DEPUTY COMMISSIONER, INTELLIGENCE AND COUNTERTERRORISM**

### **MISSION**

1. Detect and disrupt criminal and terrorist activity through the use of intelligence-led policing.

### **FUNCTIONS**

1. Oversee the Intelligence Bureau and Counterterrorism Bureau.
2. Directly oversee the Joint Terrorist Task Force.

### **JOINT TERRORIST TASK FORCE**

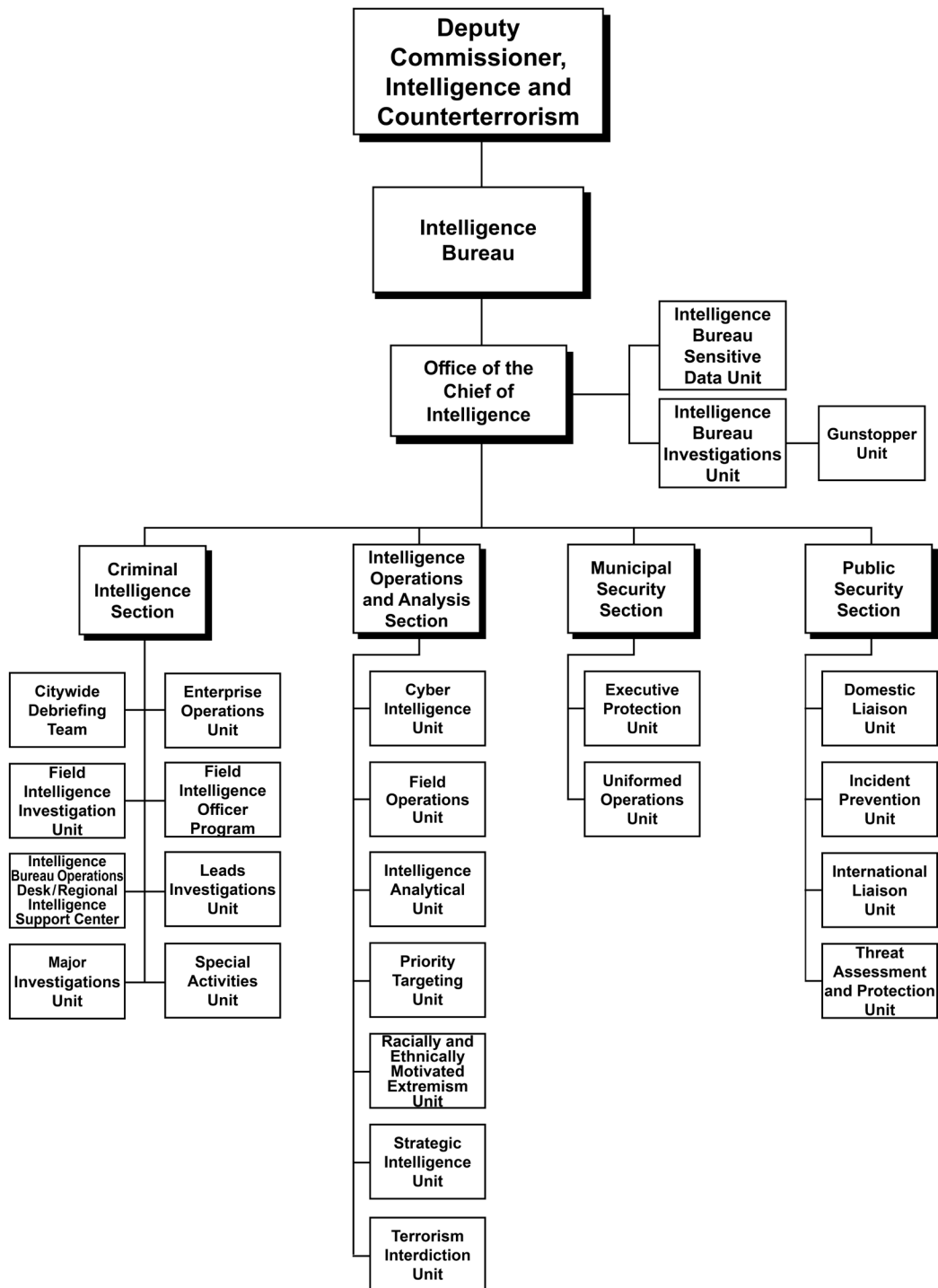
1. Partner NYPD detectives with FBI agents on terrorism investigations in the New York metro area and around the world.

## **OFFICE OF DEPUTY COMMISSIONER, INTELLIGENCE AND COUNTERTERRORISM**

1. Perform administrative functions, staffing and management tasks.
2. Assist in direction, coordination and control of Intelligence Bureau and Counterterrorism Bureau.

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### **INTELLIGENCE BUREAU**

1. Provide comprehensive and relevant information to the Police Commissioner in a timely manner.
2. Conduct professional and judicious intelligence gathering operations.
3. Interact with appropriate law enforcement organizations to enhance the safety of the City.
4. Maintain the highest standards of integrity, proficiency, and originality while respecting the citizens we serve.
5. Supervise and coordinate the duties of the Criminal Intelligence Section, the Intelligence Operations and Analysis Section, the Municipal Security Section, and the Public Security Section.
6. Oversee the Intelligence Bureau Investigations Unit and Intelligence Bureau Sensitive Data Unit.

### **OFFICE OF THE CHIEF OF INTELLIGENCE**

1. Perform administrative functions, staffing and management tasks.
2. Assist in direction, coordination and control of Criminal Intelligence Section, Municipal Security Section, Operations and Analysis Section and Public Security Section.
3. Oversee Intelligence Bureau Investigations Unit and Intelligence Bureau Sensitive Data Unit.
4. Oversee and coordinate the Gun Violence Strategies Partnership (GVSP), a multi-agency effort to reduce gun violence in New York City.

### **INTELLIGENCE BUREAU INVESTIGATIONS UNIT**

1. Comply with and perform the duties and responsibilities as outlined in Patrol Guide 202-10a, "Commanding Officer, Investigations Units."
  - a. **Gunstopper Unit**
    - (1) Maintain 24-hour hotline to record and refer complaints alleging the illegal possession or sale of handguns to appropriate units for investigation.
    - (2) Maintain all pertinent records and generate necessary reports related to information received.
    - (3) Manage reward payment system in coordination with the New York City Police Foundation for information that has positive results.

### **INTELLIGENCE BUREAU SENSITIVE DATA UNIT**

1. Control and operate the downstate HIDTA Watch Center and help ensure investigative coordination across the department and regional law enforcement using the SAFTENET system.
2. Review, approve, and process all Confidential Informant applications for the Department.

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### **CRIMINAL INTELLIGENCE SECTION**

1. Conduct criminal investigations utilizing all available investigative techniques and resources as well as other assignments as directed.

### **CITYWIDE DEBRIEFING TEAM (CDT)**

- (1) Conduct interviews of new arrestees to obtain intelligence related to criminal activity.

### **ENTERPRISE OPERATIONS UNIT (EOU)**

- (1) Act as an intelligence collection platform for any and all criminal acts or threats of violence perpetuated by enterprises.

### **FIELD INTELLIGENCE INVESTIGATION UNIT (FIU)**

- (1) Act within the Intelligence Fusion Center in City jails alongside multiple agencies for the purpose of conducting criminal investigations.
- (2) Liaise with state correctional agencies.

### **FIELD INTELLIGENCE OFFICER PROGRAM**

- (1) Coordinate Field Intelligence Teams Citywide who conduct short term criminal investigations or assist with long term investigations with other Department units.
- (2) Collect prisoner debriefings to gain actionable intelligence within their command of assignment.
- (3) Develop confidential human sources to gain information related to criminal activity.

### **INTELLIGENCE BUREAU OPERATIONS DESK/REGIONAL INTELLIGENCE SUPPORT CENTER (IBOU/RISC)**

- (1) 24 hour 7 day intake and notification center for global, national and regional incidents of concern.
- (2) Receive tips related to potential terrorism called in via the NYC Safe Hotline.
- (3) Act as the home base for various outside agencies as part of the Intelligence Supports Center.

### **LEADS INVESTIGATIONS UNIT (LIU)**

- (1) Conduct investigations related to potential terrorism related tips received related activity received from the public via the NYC Safe Hotline or by other law enforcement agencies.
- (2) Conduct investigations related to potential terrorism as directed by the Chief of Intelligence.

### **MAJOR INVESTIGATIONS UNIT (MIU)**

- (1) Monitor criminal activities associated with organized criminal groups, as well as identify domestic terrorism threats.

### **SPECIAL ACTIVITIES UNIT (SAU)**

- (1) Scours the internet for threats, protests, and social media profiles of specified persons of interest.

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### **INTELLIGENCE OPERATIONS AND ANALYSIS SECTION**

1. Conduct criminal and terrorism related investigations utilizing all available investigative techniques and resources as well as other assignments as directed.

#### **CYBER INTELLIGENCE UNIT(CIU)**

- (1) Conduct confidential cyber related criminal and terrorism investigations using a proficiency in foreign languages and focus on open-source intelligence (OSINT), social media network analysis, and online engagement and analytical support.

#### **FIELD OPERATIONS UNIT**

- (1) Conduct surveillance operations and provide investigative support to potential terrorism related investigations.

#### **INTELLIGENCE ANALYTICAL UNIT (IAU)**

- (1) Provide tactical and strategic analysis to support to all Intelligence Bureau operational units and provides Department executives with current information regarding threat trends.

#### **PRIORITY TARGETING UNIT (PTU)**

- (1) Investigate individuals associated with Foreign Terrorist Organizations (FTO) who have a nexus to New York City and immediate region.

#### **RACIALLY AND ETHNICALLY MOTIVATED EXTREMISM UNIT (REME)**

- (1) Investigate groups and individuals who pose a threat to New York City and the surrounding areas based upon racially and ethnically motivated extremism. These groups include, but are not limited to white supremacist violent extremism, ant-government and anti-authority violent extremism and other ideological strains that drive terrorist violence.

#### **STRATEGIC INTELLIGENCE UNIT (SIU)**

- (1) Conduct criminal and terrorism related investigations outside of New York City that has a nexus to New York City and its immediate region.
- (2) Provide investigative support to other regional law enforcement agencies.

#### **TERRORISM INTERDICTION UNIT (TIU)**

- (1) Investigate allegations regarding Homegrown Violent Extremists.

### **MUNICIPAL SECURITY SECTION (MSS)**

1. Coordinate security for the mayor and designated locations.

#### **EXECUTIVE PROTECTION UNIT**

- (1) Responsible for the personal security of the Mayor, Mayor's family and their physical moves.



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### **UNIFORMED OPERATIONS UNIT**

- (1) Responsible for the physical security of City Hall, Gracie Mansion and the Mayor's private residence.

### **PUBLIC SECURITY SECTION**

1. Conduct investigations of criminal and terrorism related activity including threats against public officials and police officers as well as diplomatic incidents and other assignments as directed.

### **DOMESTIC LIAISON UNIT**

- (1) Provide logistical support to the International Liaison posts.
- (2) Oversee the Sentry Program, a domestic partnership made up of over four hundred police organizations that provides a direct line of communication through an intelligence network where best practices and lessons learned are shared.

### **INCIDENT PREVENTION UNIT**

- (1) Serve as the Intelligence Bureau' liaison to NYC's Foreign Consulates and Missions, hotels, major entertainment venues, museums, and hospitality groups by providing terrorism awareness and outreach and resources when needed.
- (2) Oversee the Nexus program and Hercules teams that seek to galvanize private business firms by sharing terrorism indicators and prevent exploitation by potential terrorists while protecting soft target locations within New York City.

### **INTERNATIONAL LIAISON UNIT**

- (1) Prevent, detect, and deter terrorist activities targeting New York City by strategic global placement of International Liaison posts.

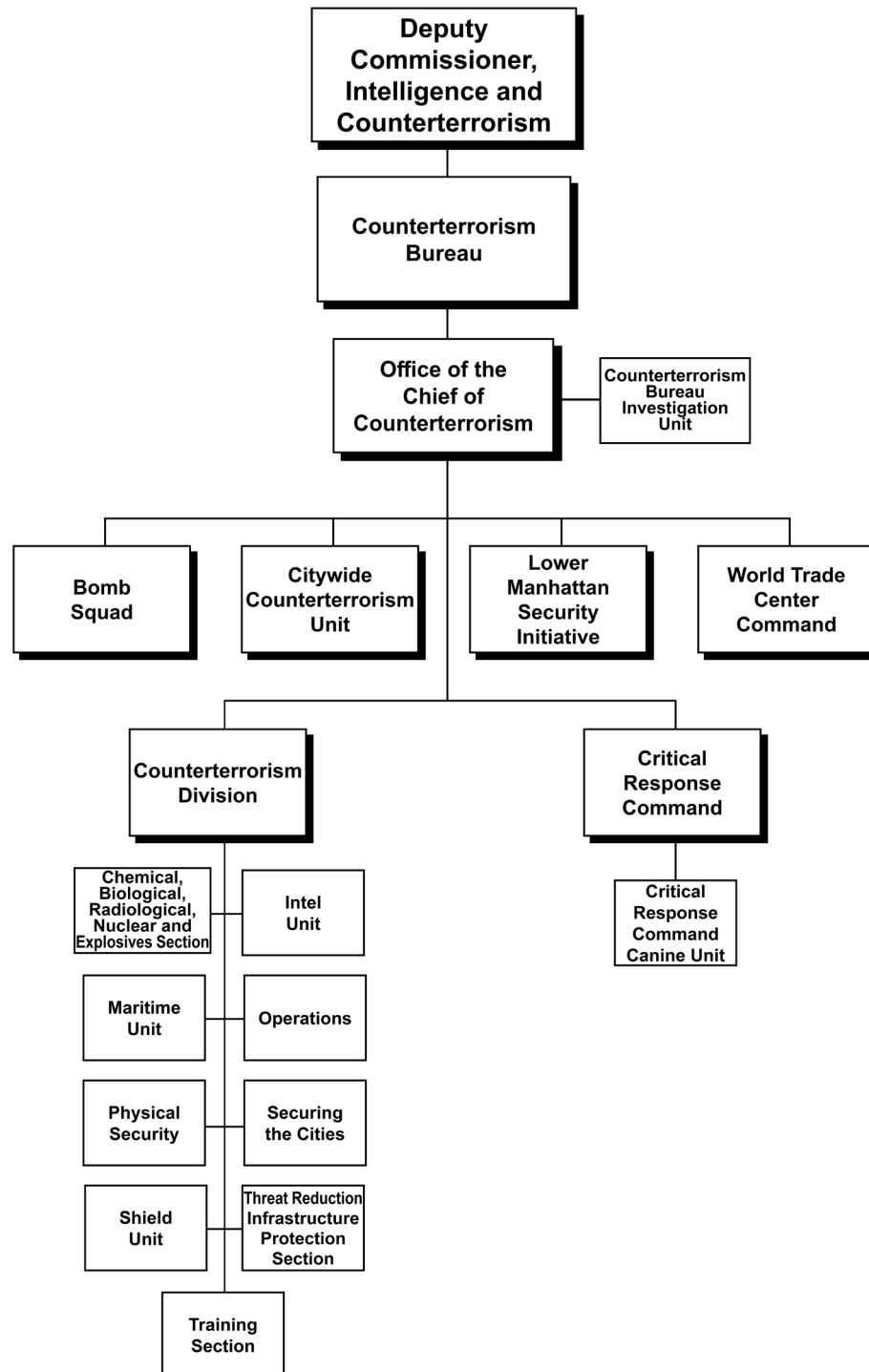
### **THREAT ASSESSMENT AND PROTECTION UNIT**

- (1) Investigate threats to New York City's elected officials and the New York City Police Commissioner.
- (2) Provide a comprehensive threat assessment and implements protective measures for confirmed threats against members of the service.
- (3) Oversee the dignitary protection program provided to certain elected officials.



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### **COUNTERTERRORISM BUREAU**

1. Undertake a comprehensive review of potential terrorist targets in New York City, and working with the relevant Federal, State and local agencies, and private sector organizations, develop plans for security measures for these locations, commensurate with their risk.
2. Develop counterterrorism training for first responders and specialized units to improve safety and effectiveness in responding to terrorist incidents of various kinds with particular focus on training for the proper response to sites where chemical, biological or radioactive materials may be present.
3. Review all Police Department terrorist incident response plans for their adequacy and recommend necessary improvements.
4. Research and test the most advanced equipment available for the protection of Department personnel, and seek to procure such equipment expeditiously.
5. Oversee and be responsible for the Bomb Squad, Citywide Counterterrorism Unit, Counterterrorism Division, Critical Response Command, Joint Terrorist Taskforce, Lower Manhattan Security Initiative, and World Trade Center Command.

### **OFFICE OF THE CHIEF OF COUNTERTERRORISM**

1. Perform administrative functions, staffing and management tasks.
2. Assist in direction, coordination and control of Bomb Squad, Citywide Counterterrorism Unit, Counterterrorism Division, Critical Response Command, Joint Terrorist Task Force, Lower Manhattan Security Initiative and World Trade Center Command.
3. Oversee Counterterrorism Bureau Investigations Unit.

### **COUNTERTERRORISM BUREAU INVESTIGATION UNIT**

1. Comply with and perform the duties and responsibilities as outlined in Patrol Guide 202-10a, "Commanding Officer, Investigations Units."

### **BOMB SQUAD**

1. Render safe, dismantle, transport and dispose of bombs, explosives, improvised explosive devices, improvised incendiary devices and dangerous chemicals.
2. Provide technical assistance regarding explosives and improvised explosive devices to any member of the service requiring such assistance to include initial analysis of post-blast explosion scenes and reconstruction of suspected improvised explosive devices when a bombing incident occurs.
3. In the course of performing forensic investigations of explosive related incidents in the field, search for, identify, and facilitate the processing, collection, and forwarding of explosive related forensic evidence for examinations to support investigations and the criminal justice system.

### **CITYWIDE COUNTERTERRORISM UNIT**

1. Conduct high visibility counterterrorism deployments to disrupt terrorist planning and surveillance based on real-time intelligence.

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2. Develop, implement, and coordinate counterterrorism measures at large scale events and mass gatherings within New York City.
3. Oversee the Counterterrorism Officer (CTO) Program.

### **COUNTERTERRORISM DIVISION**

1. Support the Department's anti-terrorism initiatives and enhance the level of security in New York City by providing comprehensive risk assessments of vulnerable targets in New York City; train members of the service and community members in terrorism awareness; and provide substantive analysis of both open source and classified data, as appropriate, to the Police Commissioner when such assessments are deemed necessary to the operational efficiency of the Department and security of the City.
2. Oversee and be responsible for the Chemical, Biological, Radiological, Nuclear and Explosives Section, Intel Unit, Maritime Unit, Operations, Physical Security, Securing the Cities, Shield Unit, Threat Reduction Infrastructure Protection Section, and the Training Section.

### **CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVES SECTION**

1. Develop and implement plans, policies, technologies, and operations to detect and combat CBRNE threats.
2. Develop and deliver CBRNE/HazMat response training and equipment to enable UMOS to respond safely to accidental and intentional CBRNE/HazMat releases.

### **INTEL UNIT**

1. Collaborate with an on-site team of interagency liaisons to collect and analyze open source and classified data to address existing and emerging threats to New York City critical infrastructure, sensitive and iconic locations.

### **MARITIME UNIT**

1. Provides enhanced security to the Port of New York and New Jersey waterways and adjacent critical infrastructure. Vessels deploy advanced technologies, including counter-unmanned aircraft system (CAUS), radiation and sub-surface threat detection.

### **OPERATIONS**

1. Manages all command-level administrative and Citywide deployment functions.
2. Produce audio and visual products for counterterrorism or other purposes.

### **PHYSICAL SECURITY**

1. Ensure appropriate physical security counterterrorism measures are in place and operational at special events, including parades, sporting events, and dignitary visits.

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### **SECURING THE CITIES**

1. Reduces the risk of a radiological/nuclear attack against New York City by establishing sustainable capability among regional agencies to detect and report unauthorized radiological/nuclear materials within the region.

### **SHIELD UNIT**

1. Manage the NYPD public-private security partnership programs.
2. Collaborate as required, with Community Affairs.

### **TRAINING SECTION**

1. Develop and deliver counterterrorism training to the NYPD patrol force, other law enforcement agencies, and private sector entities.

### **THREAT REDUCTION INFRASTRUCTURE PROTECTION SECTION**

1. Identify vulnerabilities of critical infrastructure and high-risk buildings throughout the City and develop protective security strategies.

### **CRITICAL RESPONSE COMMAND**

1. Conduct Citywide counterterrorism deployments to critical infrastructure, iconic locations, special events, foreign missions, consulates, and mass transit on all three platoons.
2. Utilize Stryker Teams daily while deploying Citywide to critical infrastructure, iconic locations, special events, foreign missions, consulates, and mass transit. Use Heavy Weapons Teams at special and sporting events to deter acts of terrorism and quickly respond to any incident.
3. Utilize the Incident Containment Team (ICT) to support CRC Canine on patrol or while at special events. The Incident Containment Team will mitigate all positive detections made by CRC Canines.
4. Utilize the following specialized equipment while deployed; License Plate Readers, Mobile Radiation Detection, Explosive Trace Detection and the Colt M4 Carbine.
5. Rapidly respond to possible mass casualty incidents and all other occurrences with a possible nexus to terrorism.

### **CRITICAL RESPONSE COMMAND CANINE UNIT**

1. Citywide deployment of Explosive Odor Trailing canines to iconic locations, special events, and mass transit on the 2<sup>nd</sup> and 3<sup>rd</sup> Platoons.
2. Screen large crowds and queuing lines at special and large events for explosive devices without being intrusive or impeding the flow of pedestrian traffic. Teams will conduct an Explosive Detection Canine survey (suspicious device/package /article survey) with canines and then conduct an Explosive Odor checkpoint in their assigned area. CRC Canine will work closely with CRC's Incident Containment Team (ICT) at all times.
3. Electronic detection canines will assist investigators by locating secreted electronic products at crime scenes.



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### **LOWER MANHATTAN SECURITY INITIATIVE**

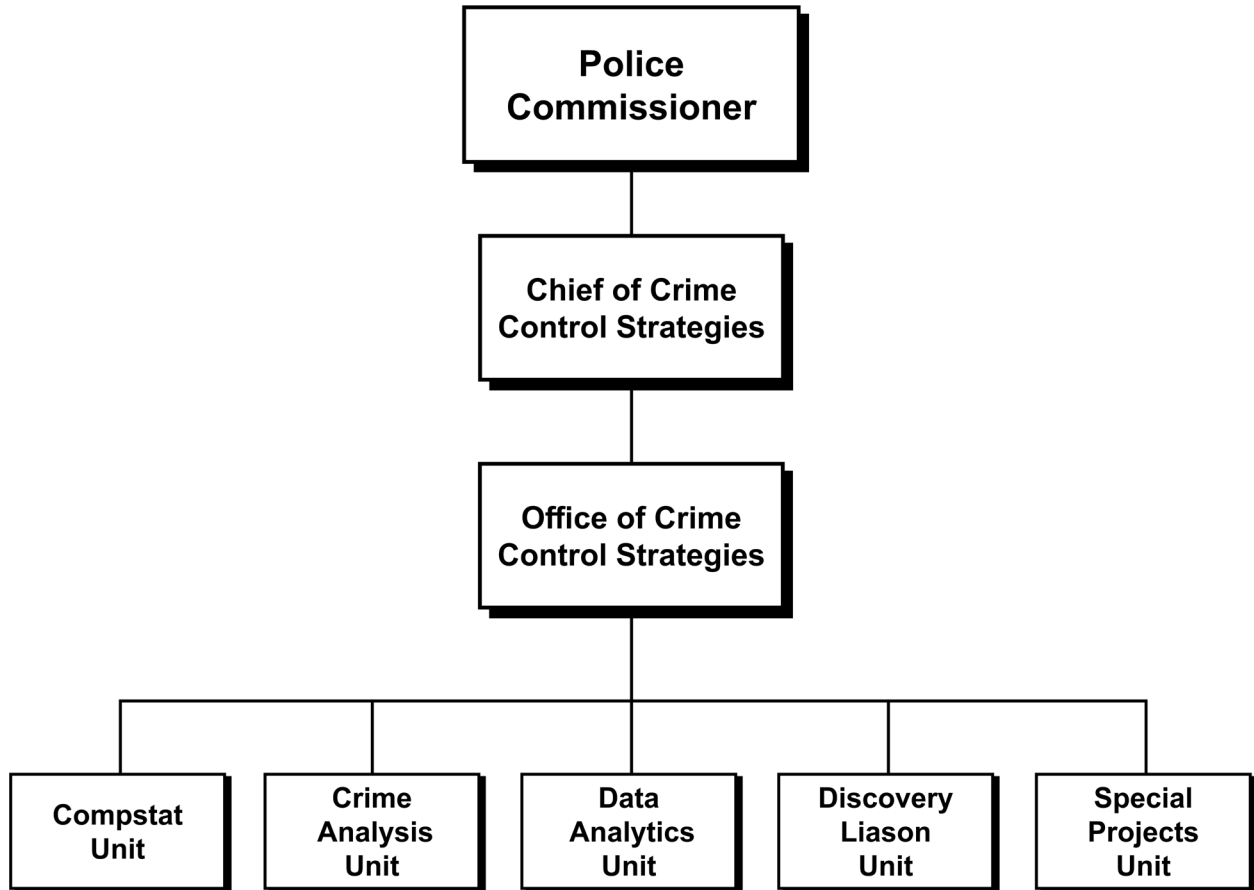
1. Use technology to detect threats and deter pre-operational hostile surveillance in within New York City.
2. Provide a degree of common awareness for all stakeholders.
3. Provide Citywide investigative support for NYPD investigative units including local, State, and Federal law enforcement agencies.

### **WORLD TRADE CENTER COMMAND**

1. Responsible for policing of and security in the World Trade Center area, to include the Memorial Plaza, North and South Memorial Pools, the National September 11th Museum, the Oculus and underground PATH and NYC Transit lines, Liberty Park, One World Trade Center, Three World Trade, Four World Trade, and Seven World Trade Center, the St. Nicholas Greek Orthodox Church, and the Ronald O. Perelman Performing Arts Center.
2. Deploy heavy weapon Stryker teams on the WTC campus grounds to deter acts of terrorism and quickly respond to any mass casualty incident on the WTC campus grounds.
3. Responsible for screening all vehicles entering the site.
4. Utilize the Incident Containment Team (ICT) to support CRC Canine on patrol on the WTC campus. The Incident Containment Team will mitigate all positive detections made by CRC Canines.
5. Utilize the following specialized equipment while deployed on the WTC campus: mobile License Plate Readers, portable Radiation Detection, Explosive Trace Detection, mobile utility Terra Hawk vehicles, Colt M4 Carbine, and Under Vehicle Inspection Systems (mobile and fixed).
6. Coordinate with the Port Authority Police Department of New York and New Jersey on all major events that take place on the WTC site throughout the year.
7. Act as a key stakeholder for World Trade Center Security with various other agencies through the WTC Site Logistics Coordination Center (SLCC). Perform inter-agency tabletop and full scale exercises to develop better communication and coordination with other agencies.

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### **CHIEF OF CRIME CONTROL STRATEGIES**

**MISSION** 1. Create, oversee and monitor crime strategies to combat crime.

**FUNCTIONS**

1. Advise the Police Commissioner on a broad range of extremely complex, confidential, and highly sensitive managerial and administrative matters affecting key programs, policies and procedures of the New York City Police Department.
2. Co-chair weekly Compstat meetings with the Chief of Department.
3. Formulate, implement, evaluate, coordinate, plan and facilitate complex, multifaceted and often controversial agency programs and strategies of the highest priority confronting the Department that transcend agency organization lines, designed to effectively combat crime and improve the quality of life in the City.

### **OFFICE OF CRIME CONTROL STRATEGIES**

1. Oversee all activities of the Office of Crime Control Strategies.
2. Assist in direction, coordination and control of the Compstat Unit, Crime Analysis Unit, Data Analytics Unit and Special Projects Unit.
3. Perform administrative functions, staffing and management tasks.
4. Perform all duties as required to achieve the mission of the Chief of Crime Control Strategies.

### **COMPSTAT UNIT**

1. Support the Chief of Crime Control Strategies in evaluating investigations and how they support the Department's crime suppression efforts.
2. Highlight anomalies and ensure the appropriate use of technology in the Department's effort to fight crime.
3. Act as the independent auditor of casework and operational response to active crime trends and conditions.
4. Ensure that developed strategies are being implemented and reflected in the casework and output.
5. Identify opportunities for improvement and growth.

### **CRIME ANALYSIS UNIT**

1. Serve as a liaison for the Chief of Crime Control Strategies in providing support to borough commanders, precinct commanders, detective commanders and other stakeholders related to crime trends and statistics.
2. Prepare and distribute statistical analysis reports and provide insight as to current crime trends, patterns, conditions and individuals responsible for crime at a local, borough and Citywide level, where applicable.
3. Keep operational commands informed as to current strategies and technologies available to combat crime.

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### **DATA ANALYTICS UNIT**

1. Conduct data analyses that yield actionable information to aid operational decision making.
2. Improve operational efficiencies through innovative analysis.

### **DISCOVERY LIAISON UNIT**

1. Coordinate and serve as a liaison with each of the city's District Attorney's offices and resolve issues that might arise around criminal discovery laws and procedures.
2. Engage staff members of the New York City Criminal Court System for the purpose of improving the arrest/prosecution process.
3. Confer with members of the respective Patrol, Housing, Transit and Detective Bureau commands and assist in obtaining any discovery related items.
4. Conduct extensive Department database inquiries and analyses related to the arrest process and prepare statistical reports for CompStat review.

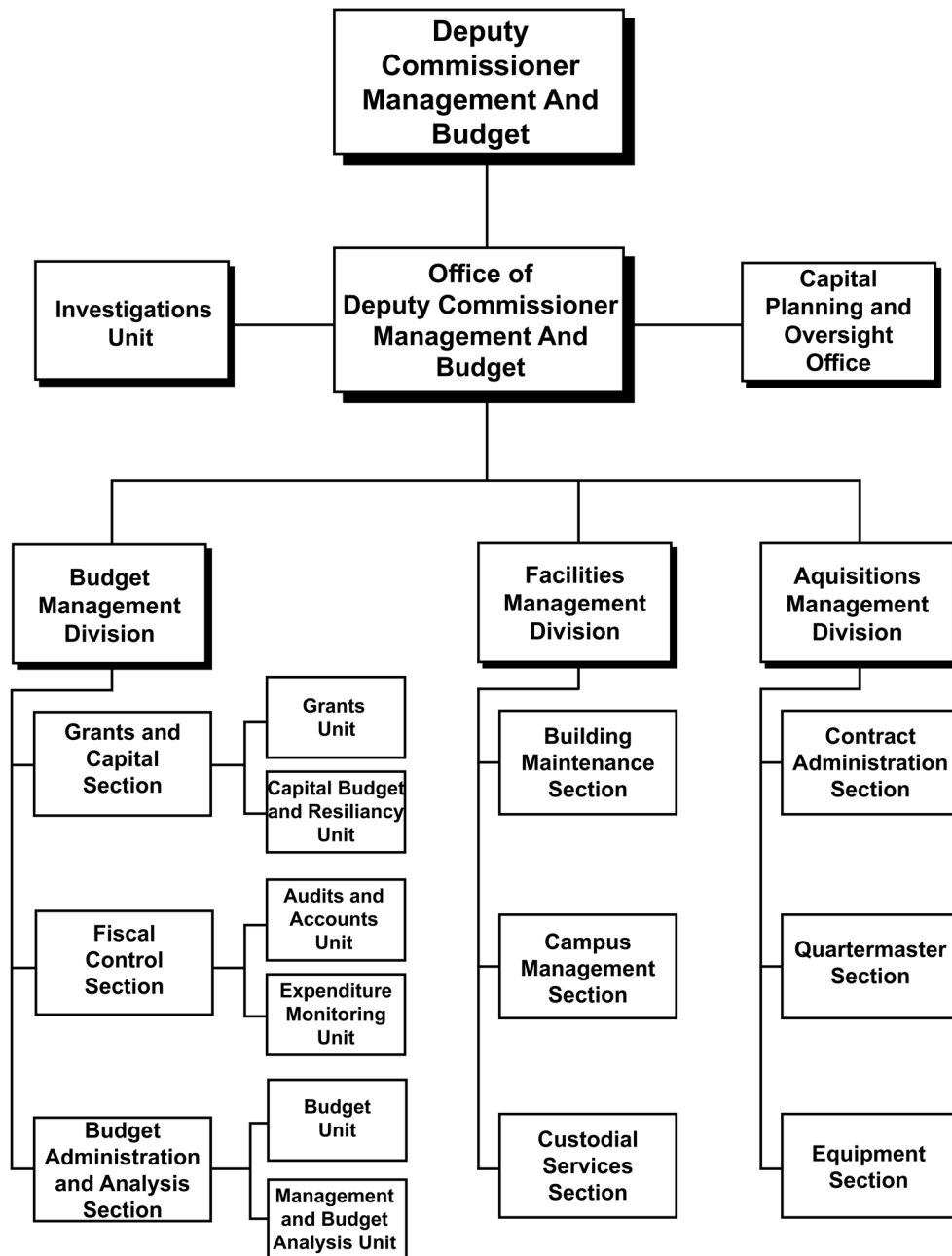
### **SPECIAL PROJECTS UNIT**

1. Support the Chief of Crime Control Strategies in analyzing and evaluating the efficacy of systems, strategies and programs in place.
2. Assist and coordinate with both internal and external partners to research, pilot and report on emerging crime trends.
3. Identify opportunities in existing programs and current processes to improve the Department's response in combatting increased crime rates, as well as, ensure the efficient utilization of Department resources.



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### **DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET**

**MISSION** 1. Ensure the financial strength of the Department through the judicious management and oversight of all Department budgeting, financial planning, procurement of goods and services, capital construction, property management, payment for expenditures, and the processing of contracts.

**FUNCTIONS** 1. Serve as the Chief Fiscal Officer of the Department.  
2. Exercise management control over all Department fiscal matters.  
3. Administer and supervise the acquisition of Department supplies and equipment, including material for police uniforms.  
4. Control leasing, use, construction, and maintenance of all Departmental facilities.

### **OFFICE OF DEPUTY COMMISSIONER, MANAGEMENT AND BUDGET**

1. Oversee all activities of DCMB.
2. Assist in direction, coordination and control of the Budget Management Division, Acquisitions Management Division, and Facilities Management Division.
3. Perform administrative functions, staffing and management tasks.

### **INVESTIGATION UNIT**

1. Conduct internal investigations of DCMB personnel at the request of the Commanding Officer and/or Internal Affairs Bureau.
2. Conduct self-initiated investigations and inspections of DCMB personnel.
3. Review DCMB self-inspection programs.
4. Review DCMB records and perform personnel related audits, including time and payroll audits.

### **CAPITAL PLANNING AND OVERSIGHT OFFICE**

1. Manage the DCMB strategic plan and review and create DCMB policies as needed.
2. Ensure quality service through oversight and analysis of all DCMB functions, including oversight of the Asset Management System and Contract Management Database.
3. Coordinate all DCMB projects.
4. Conduct financial audits of confidential expenditures, as well as other audits, as directed.
5. Manage all capital procurement, leasing, construction, and vendor programs.
6. Maintain architectural and engineering design standards and ensure compliance to all environmental, energy, and safety codes in facility design and management.
7. Supervise the use of all capital funds allocated for Department facilities.
8. Exercise managerial control and coordinate the functions of the Fiscal Accountability Unit, the Asset Management Unit, and the Quality Assurance Unit.
9. Coordinate all external fiscal and management audits, respond to audit reports and prepare audit implementation plans.

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### **BUDGET MANAGEMENT DIVISION**

1. Oversee and manage the Department's Capital, Expense, Revenue, Grants, Overtime, and Asset Forfeiture budgets.
2. Analyze and track new needs requests and overtime spending.
3. Exercise managerial control and coordinate the functions of the Grants and Capital Section, the Budget Administration and Analysis Section, and the Fiscal Control Section.

### **GRANTS AND CAPITAL SECTION**

1. Oversee and direct development and administration of grants.
2. Exercise managerial control and coordinate the functions of the Grants Unit and Capital Budget and Resiliency Unit.

#### **a. Grants Unit**

- (1) Coordinate the development of grant funding proposals and applications for funds for the department and serve as liaison with the grantors.
- (2) Administer and monitor grant expenditures and prepare the proper billing.
- (3) Ensure all grants are in full compliance with established administrative guidelines and regulatory requirements, and ensure all reporting deadlines are met.

#### **b. Capital Budget and Resiliency Unit**

- (1) Prepare and administer the Department's Capital Budget and Commitment Plan.
- (2) Assist Departmental commands in the budgeting and procurement of capital goods and services.
- (3) Review and analyze costs of new and revised capital projects, reduction programs and provide determination on the eligibility of capital funds for projects/programs.

### **BUDGET ADMINISTRATION AND ANALYSIS SECTION**

1. Exercise managerial control and coordinate the functions of the Budget Unit and the Management and Budget Analysis Unit.

#### **a. Budget Unit**

- (1) Prepare and administer the Department's Expense and Revenue Budgets.
- (2) Prepare Spending Plans for the Personal Services and Other Than Personal Services Budgets.
- (3) Monitor the Personal Budget and actual expenses, and prepare analyses to ensure adequate funding exists to cover the personnel expenses.
- (4) Review requested civilian and uniformed hires and promotions requests and ensure that funding is available.
- (5) Monitor and review commands' Other Than Personal Service Budgets and provide guidance and assistance in the management of their budget and expenses.



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- (6) Monitor the miscellaneous revenues; grant and inter-city revenues and prepare the Revenue Plan.
- b. **Management and Budget Analysis Unit**
  - (1) Conduct cost analysis on the impact of new and revised programs, policy changes, and new needs requests.
  - (2) Prepare and monitor the Department's overtime budget, including the production of the Department's Overtime Control Plan and numerous overtime reports.
  - (3) Prepare and administer the Department's Federal/State Asset Forfeiture budget.

### **FISCAL CONTROL SECTION**

1. Oversee the processing of payments and revenue receipts.
2. Manage banking operations for the Department.
3. Review special expenses for various special commands
4. Exercise managerial control and coordinate the functions of the Audits and Accounts Unit and the Expenditure Monitoring Unit.
  - a. **Audits and Accounts Unit**
    - (1) Process, record and monitor vendor payments, collect and deposit agency revenues, record disbursement payments from petty cash and various special accounts.
    - (2) Manage the Department's banking operations
  - b. **Expenditure Monitoring Unit**
    - (1) Monitor special expenses for various special commands, and assess compliance within the special expenditure guidelines.

### **ACQUISITIONS MANAGEMENT DIVISION**

1. Process all Department concessions.
2. Ensure that a comprehensive portfolio of Department contracts is maintained in the Contract Management Database.
3. Supervise the activities of the Contract Administration Section, Equipment Section and Quartermaster Section.

### **CONTRACT ADMINISTRATION SECTION**

1. Review, prepare and submit all contract documents for the Department.
2. Supervise contractor performance evaluation process.
3. Handle the procurement of confidential "Special Expense" and/or "460 accounts for the Department."

### **EQUIPMENT SECTION**

1. Contract with vendors for purchase of uniform and equipment items for Department employees.
2. Ensure quality of Department employee uniforms and accessory equipment.

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### **QUARTERMASTER SECTION**

1. Maintain a central storehouse distribution point for agency equipment and supplies.
2. Process agency purchasing documents as required.

### **FACILITIES MANAGEMENT DIVISION**

1. Administer and supervise maintenance of Department buildings.
2. Identify and implement capital projects involving facility management.
3. Ensure that a comprehensive portfolio of facility work requests and actions are maintained in the Asset Management Database.
4. Exercise management control over the Building Maintenance Section, Campus Management Section, and the Custodial Services Section.

### **BUILDING MAINTENANCE SECTION**

1. Maintain, repair and renovate all Police Department structures, facilities and buildings as necessary.

### **CAMPUS MANAGEMENT SECTION**

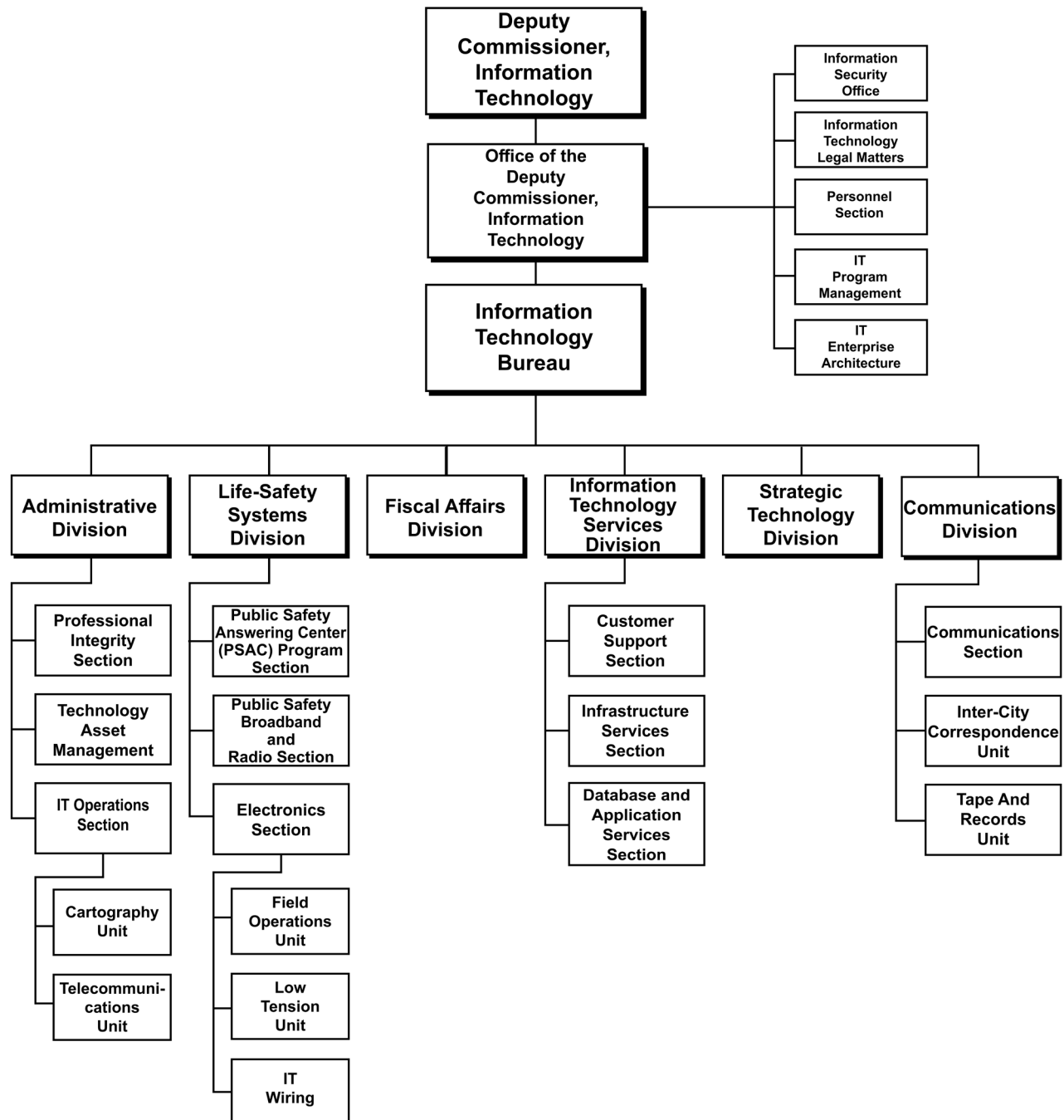
1. Operate and maintain Police Headquarters, Police Forensic Laboratory, Police Academy and Candidate Assessment Center.
2. Manage the Headquarters garage.
3. Coordinate the movement and distribution of all mail throughout the Department.
4. Exercise management control over the Headquarters Custodial Unit, Police Academy Custodial Unit, Candidate Assessment Division Custodial Unit, Headquarters Garage Unit, and Mail and Distribution Unit.

### **CUSTODIAL SERVICES SECTION**

1. Oversee custodial personnel not supervised by the Campus Management Section, assigned throughout the City.
2. Perform periodic facility inspections to evaluate custodial personnel.
3. Exercise management control over the citywide Clean Teams.

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## **DEPUTY COMMISSIONER, INFORMATION TECHNOLOGY**

- MISSION** 1. Develop technology solutions that aid members of the service in their mission to ensure public safety, provide security, and enforce the law.
- FUNCTIONS** 1. Provide for all of the Department's information technology needs.

### **OFFICE OF THE DEPUTY COMMISSIONER, INFORMATION TECHNOLOGY**

1. Perform administrative, staffing and management functions.
2. Assist in direction, coordination and control of Information Technology Bureau.
3. Oversee the Information Security Office, Information Technology Legal Matters, Personnel Section, IT Program Management and IT Enterprise Architecture.

#### **Information Security Office**

1. Responsible for maintaining the security and integrity of Department systems and data, and protecting Department networks and IT assets from external threats.

#### **Information Technology Legal Matters**

1. Advises and provides legal counsel to the Deputy Commissioner, Information Technology on all matters pertaining to contracts and legal agreements. Liaises with outside counsel on matters of Department IT policy.

#### **Personnel Section**

1. Responsible for matters pertaining to ITB's headcount, force figures, internal and external transfers, job postings and liaising with the Department counterparts.

#### **IT Program Management**

1. Manages lifecycle of IT projects from inception to operations handoff, reviews and negotiates pricing proposals to complete the contract process, and reviews and authorizes vendor proposals to ensure appropriate scope and resources.

#### **IT Enterprise Architecture**

1. Maintains technology standards to create a unified IT environment and ensures compliance with Atomic Energy Regulatory Board requirements and principles.

### **INFORMATION TECHNOLOGY BUREAU**

1. Responsible for, and ensure the efficiency of all information technology and communications operations within the Department.
2. Assist Deputy Commissioner, Information Technology in developing and implementing information technology strategies, programs and procedures to support the Department.
3. Ensure administrative and operational responsibilities of subordinate executives are performed properly and efficiently.

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4. Oversee the Administrative Division, Life-Safety Systems Division, Fiscal Affairs Division, Information Technology Division, Strategic Technology Division and Communications Division.

#### **ADMINISTRATIVE DIVISION**

1. Supervise the Professional Integrity Section, Technology Asset Management and IT Operations Section.

#### **PROFESSIONAL INTEGRITY SECTION**

- (1) Responsible for the maintaining the highest standards of integrity all members of the service assigned to DCIT.
- (2) Identify and correct misconduct and deficiencies and by ensuring internal investigations are properly and thoroughly conducted.
- (3) Consists of the Investigations Unit and the Integrity Control Office.

#### **TECHNOLOGY ASSET MANAGEMENT**

- (1) Responsible for activities relating to distribution of inventory technology i.e., desktop computers, laptops, printers, etc.

#### **IT OPERATIONS SECTION**

- (1) Supervise and oversee the Cartography Unit and Telecommunication Unit.
  - a. **Cartography Unit**
    - i. Responsible for creating Department maps, promotional certificates and graphic design designated by Deputy Commissioner, Information Technology.
  - b. **Telecommunications Unit**
    - i. Responsible for managing the Departments inventory of cellular phones and tablet devices

#### **LIFE-SAFETY SYSTEMS DIVISION**

1. Responsible for enhancing and preserving the continuity and support of Public Safety Answering Center (PSAC) 911 Systems, including the Department's Citywide Public Safety Communications Radio Infrastructure.
2. Manage and support IT systems required to maintain the Department's Communication Section (E911), including, but not limited to, logging and recording, computer-aided dispatch, GIS and Mobile client.
3. Manage and support NYPD radios.
4. Maintain the operations of the NYPD's Computer Aided Dispatch (CAD) system.
5. Ensure continuity of operations on the 911 floor and minimize down time in the event of a failure.
6. Provide tier one triage support twenty-four hours, seven days a week for technical issues and broken equipment at PSAC I, PSAC II and one Police Plaza.
7. Develop advanced platforms for emergency communications.



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### **PUBLIC SAFETY ANSWERING CENTER (PSAC) PROGRAM SECTION**

1. Act as the single point of contact for the Emergency Communications Transformation Program (ECTP).
2. Ensure that all NYPD project requirements are clearly articulated and documented when needed.
3. Review, plan and coordinate the implementation of enhancements and facility renovations.

### **PUBLIC SAFETY BROADBAND AND RADIO SECTION**

1. Manage broadband wireless communication technology within the Life-Safety Systems Division.
2. Monitor proposed regulatory changes pertaining to public safety radio technology, maintain the Department's FCC licenses/database and draft comments to the FCC on behalf of the NYPD.
3. Responsible for radio system engineering, project management, radio-network operations, and site management, as well as backhaul networks and dispatch console systems at the PSAC facilities.
4. Coordinate all planning, design and preparation of the specifications related to the procurement and maintenance of the necessary resources required to ensure the Department's radio communications systems are available twenty-four hours a day, seven days a week.

### **ELECTRONICS SECTION**

1. Responsible for all installations and repairs of Department radios, security systems and mobile command posts.
2. Oversee and manage the Field Operations Unit, Low Tension Unit and IT Wiring.
  - a. **Field Operations Unit**
    - i. Maintain, operate and staff the Department's Field Command Post (FCP) and sound amplification vehicles which are utilized for major disasters and special events.
  - b. **Low Tension Unit**
    - i. Responsible for the procurement, maintenance and design of the Department's closed circuit television (CCTV) systems, public address systems, and electronic security systems.
  - c. **IT Wiring**
    - i. Responsible for installation and oversight of Local Area Network (LAN) lines in both One Police Plaza and throughout all Department facilities.

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### **FISCAL AFFAIRS DIVISION**

1. Responsible for the administration of the Expense, Capital, and Grants Budget.
2. Process IT-related procurements and contracts (with the exception of those larger contracts that are administered by the Contracts Administration Unit.

### **INFORMATION TECHNOLOGY SERVICES DIVISION**

1. Maintain day-to-day operations of the mainframe, data center and associated equipment.
2. Oversee the Customer Support Section, Infrastructure Services Section and Database and Application Services Section.

### **CUSTOMER SUPPORT SECTION**

1. Maintain twenty-four hour, seven day a week overage for the ITB Service Desk to troubleshoot and resolve issues for the Department and supervise Field Technicians who maintain and support Local Area Network (LAN) systems.

### **INFRASTRUCTURE SERVICES SECTION**

1. Maintain and manage the Systems Administration, Network Engineer Section and Mainframe Services Section.

### **DATABASE AND APPLICATION SERVICES SECTION**

1. Maintain and manage the Database Administration, Enterprise Applications and Data Quality and Standards.

### **STRATEGIC TECHNOLOGY DIVISION**

1. Develop and coordinate deployment of emerging technology applications, strategic IT infrastructure and enterprise platforms.
2. Manage contractors and vendors.
3. Provide technical oversight of the Domain Awareness System and the Body-Worn Camera program.
4. Manage development and deployment of strategic technology programs and provide operational support for such programs.

### **COMMUNICATIONS DIVISION**

1. Oversee, supervise and monitor the activities of the Communications Section and its subunits, Public Safety Answering Center (PSAC) I and PSAC II.
2. Manage the Tape and Records Unit and the Inter-City Correspondence Unit.

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### **COMMUNICATIONS SECTION**

1. Responsible for receiving 911 emergency calls from the public and servicing them in a prompt and efficient manner.
2. Provide rapid emergency police, fire and ambulance service on a twenty-four hour, seven days a week basis to any borough within the City of New York.
3. Oversee and manage the daily operations of PSAC I and PSAC II.

### **INTER-CITY CORRESPONDENCE UNIT**

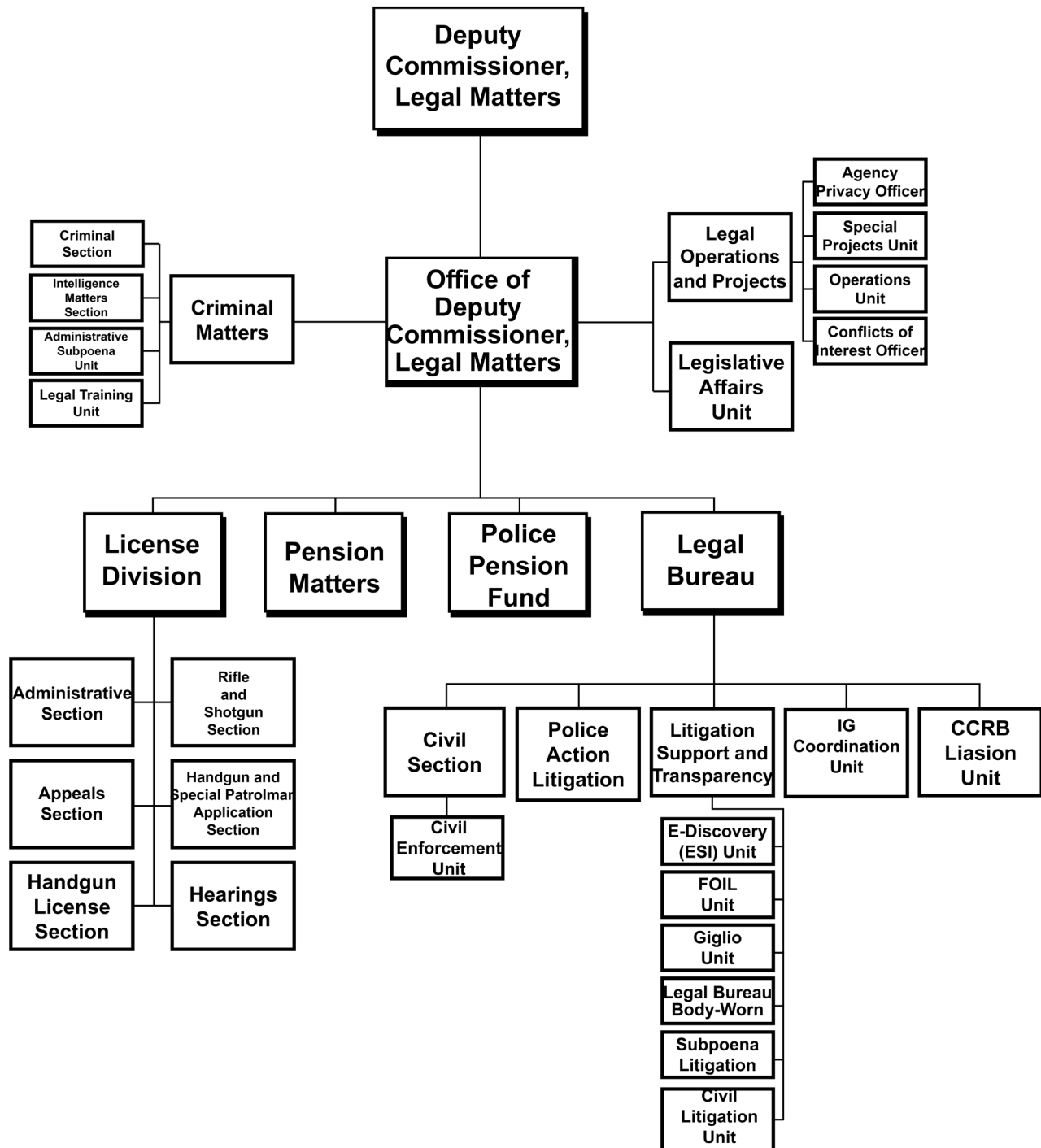
1. Act as a liaison between the New York City Police Department and other governmental/policing agencies.
2. Act as central repository for all alarms and messages, i.e., aided cases, missing persons, extradition proceedings, and other functions necessitating extra-jurisdictional action.

### **TAPE AND RECORDS UNIT**

1. Responsible for recording and preserving all NYPD 911/radio emergency communications, searching and producing all copies of ICAD and audio communications, accepting and complying with all judicial subpoenas regarding 911 transmissions, providing court testimony when needed, and maintaining the integrity of all Department records in the tape room.

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### **DEPUTY COMMISSIONER, LEGAL MATTERS**

- MISSION**
1. Provide legal advice regarding all aspects of the Department's operations.
- FUNCTIONS**
1. Serve as general counsel to the Department.
  2. Represent the Police Commissioner on matters related to pensions.
  3. Facilitate the Department's relationship with the Corporation Counsel.
  4. Assume responsibility, in partnership with the Corporation Counsel, as counsel to the Department in court ordered or voluntary remedial processes.
  5. Ensure relevant records to external oversight bodies, in response to subpoenas, FOIL requests, and discovery in civil litigation, as well in in compliance with Giglio obligations.
  6. Facilitate the Department's relationship with the Criminal Justice System.
  7. Administer the licensing responsibilities of the Department.
  8. Oversee Legal Bureau, Office of Deputy Commissioner, Legal Matters, License Division, Pension Matters and Police Pension Fund.

### **OFFICE OF DEPUTY COMMISSIONER, LEGAL MATTERS**

1. Serve as the primary advisor to the Deputy Commissioner, Legal Matters and advise the Police Commissioner and Executive Staff on all legislative and public policy matters.
2. Oversee daily operations of Criminal Section, Legal Operations and Projects, and Legislative Affairs Unit.
3. Assist in direction, coordination and control of the Legal Bureau, License Division, Pension Matters and Police Pension Fund.

### **LEGAL OPERATIONS AND PROJECTS**

1. Represent Deputy Commissioner, Legal Matters before federal, state, and city agencies on critical legal issues involving the Department.
2. Serve as advisor to the Deputy Commissioner, Legal Matters regarding the short and long term strategic goals of all units that report directly to the Deputy Commissioner, Legal Matters.
3. Serve as lead contact for the Deputy Commissioner, Legal Matters on all major projects requiring the assistance of Department attorneys.
4. Manage the Office of Deputy Commissioner, Legal Matters' command budget, resource allocations, hiring of staff, as well as career enhancement programming for Department attorneys.
5. Assign all incoming communications to the Office of Deputy Commissioner, Legal Matters and the Legal Bureau and review such responses.
6. Oversee the Agency Privacy Officer, Special Projects Unit, Operations Unit, and the Conflicts of Interest Officer.

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- a. **Agency Privacy Officer**
  - (1) Issue guidance to Department employees, contractors, and subcontractors, regarding the collection, disclosure, and retention of identifying information maintained by the Department.
  - (2) Serve as Department's representative on the Citywide Privacy Protection Committee and liaise with the City's Chief Privacy Officer on privacy protocols and guidance.
  - (3) Provide guidance and review on all conflict of interest issues involving Department employees and serve as primary liaison for the Department to the City's Conflict of Interest Board.
- b. **Special Projects Unit**
  - (1) Deliver project management and strategic planning on major legal and public policy issues facing the Department.
  - (2) Serve as central body for research, analysis, and policy development on major legal issues impacting commands under the supervision of the Deputy Commissioner, Legal Matters.
- c. **Operations Unit**
  - (1) Provide support for all command operations.
  - (2) Conduct recruitment of new attorneys and interview prospective attorneys and support staff for all units under the Deputy Commissioner, Legal Matters.
  - (3) Conduct command-level training.
  - (4) Ensure maintenance of all vehicles assigned to all units under the Deputy Commissioner, Legal Matters.
- d. **Conflicts of Interest Officer**
  - (1) Provide counsel to all personnel regarding the City's Conflict of Interest rules.
  - (2) Serve as the Department's primary liaison to the NYC Conflict of Interest Board.
  - (3) Issue advisory legal opinions involving conflict of interest matters such as political and volunteer activities of personnel, off-duty employment, travel requests, and agency participation with external organizations.

#### **LEGISLATIVE AFFAIRS UNIT**

1. Act as the Departments liaison, clearinghouse, and analytic center for legislative matters concerning all three levels of government.
2. Inform all members of the service of all pertinent legislative developments and develop strategies for their effective implementation.
3. Prepare members of the service for hearings before city, state, and federal legislative bodies and coordinate sensitive communications between members of the service and elected officials.
4. Draft and review proposed legislation in accordance with the needs of the Department and public safety concerns.
5. Confer with the Mayor's Government Affairs representatives in response to legislative initiatives and inquiries.



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## **CRIMINAL MATTERS**

1. Serve as advisor to the Deputy Commissioner, Legal Matters on all criminal law matters and issues related to the arrest and prosecution of offenders.
2. Oversee daily operations of the Criminal Section, Intelligence Matter Section, Administrative Subpoena Unit and the Legal Training Unit.
3. Serve as lead contact for the Deputy Commissioner, Legal Matters on matters involving the enforcement of criminal laws with city, state, and federal agencies.
  - a. **Criminal Section**
    - (1) Advise members of the Department on criminal law.
    - (2) Provide members of the service with legal opinions regarding criteria to establish probable cause, interpretation of statutes, constitutional law and issues related to the arrest and prosecutions of offenders.
    - (3) Review all Department directives and Patrol Guide revisions prior to publication.
    - (4) Provide training on criminal law topics for other Department units.
    - (5) Provide legal advice to members of the service via telephone and in the field.
    - (6) Coordinate with relevant Department subject matter experts on adverse credibility findings made against uniformed officers and make initial recommendations to address such findings and present such recommendations to the Risk Management Bureau in support of all relevant performance analysis, monitoring, and evaluation programs.
  - b. **Intelligence Matters Section**
    - (1) Provide general legal guidance to the Deputy Commissioner, Intelligence and Counterterrorism.
    - (2) Oversee, monitor and implement the revised Handschu guidelines as it applies to all NYPD operations involving political activity.
    - (3) Function as liaison with all five District Attorney's Offices, United States District Attorney Offices, and New York City Law Department for all counterterrorism and intelligence matters.
    - (4) Responsible for all legal related training within the Intelligence Bureau.
  - c. **Administrative Subpoena Unit**
    - (1) Supports all investigative units of the Department.
    - (2) Processes administrative subpoena requests seeking evidentiary records in criminal and administrative investigations.
    - (3) Archives all subpoenas issued.
  - d. **Legal Training Unit**
    - (1) Serve as primary liaison with the Training Bureau.
    - (2) Communicate and coordinate with the Risk Management Bureau, Training Unit on the development, administration, and review on all training related to each unit, and be made aware of compliance issues or high-risk areas identified by the Risk Management Bureau.

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- (3) Conduct training on changes to criminal laws or new legislation affecting uniformed members of the service.
- (4) Provide personalized training on topics essential to crime fighting strategies (i.e., search and seizure, warrant execution, right to counsel and interrogation, search warrants, lucky bag operation, discovery law compliance, etc.) and courtroom testimony.
- (5) Conduct specialized training sessions (i.e., Detective Bureau's Criminal Investigator Course, Promotional Leadership Courses, etc.).

### **LICENSE DIVISION**

1. Administer and enforce laws and rules pertaining to the granting of a license for handguns, rifles, shotguns, dealers and gunsmiths, special patrolman designations, and small arms range designations.
2. Determine legal questions and policy related to firearm licensing.
3. Oversee Administrative Section, Appeals Section, Handgun License Section, Handgun and Special Patrolman Application Section, Hearings Section and Rifle and Shotgun Section.

### **ADMINISTRATIVE SECTION**

1. Provide clerical duties, including issuing approved licenses, photographing licenses, taking fingerprints, checking submitted documents, interacting in person with applicants, and collecting and processing applicable fees.

### **APPEALS SECTION**

1. Review applications which have been disapproved and timely appealed.
2. Issue written decisions based on facts and governing law.
3. Review Article 78 lawsuits against the Department and work with Corporation Counsel to prepare viable defenses or settlement offers.

### **HANDGUN LICENSE SECTION**

1. Process renewal applications.
2. Investigate alleged misconduct by firearm licensees which may result in license revocation, suspension, or cancellation.
3. Cancel inactive licenses, account for firearms listed on cancelled licenses.
4. Inspect firearms.

### **HANDGUN AND SPECIAL PATROLMAN APPLICATION SECTION**

1. Accept, process, and conduct background investigations of all applicants, and make determinations of approval or disapproval of handgun license applications.
2. Process requests by security companies to hire armed security guards.
3. Monitor compliance with the License Division.
4. Process requests for designations of Special Patrolman organizations.

### **HEARINGS SECTION**

1. Conduct formal hearings and render decisions for revoked and suspended licensees.



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### **RIFLE AND SHOTGUN SECTION**

1. Accept, process, and conduct background investigations of all applicants, and make determinations concerning approval or disapproval of rifle/shotgun permit applications.
2. Process renewal applications.
3. Cancel inactive permits, account for rifles and shotguns listed on cancelled licenses.

### **PENSION MATTERS**

1. Serve as the Police Commissioner's designee to the Police Pension Fund (PPF) Board of Trustees (BOT) and Deferred Compensation Plan (DCP) Board of Trustees.
2. Act as counsel to the Police Commissioner in the capacity of President of the Police Relief Fund and liaise with Police Relief Fund's Administrator to support their mission.

### **POLICE PENSION FUND**

1. Transfer/upload disability case files from NYPD Medical Division to Pension Fund computer system prior to Article II Disability meetings.
2. Transport/safeguard sensitive and/or confidential information at the direction of the Executive Director.
3. Calculate pension benefits and advise members in regard to retirement options.
4. Assist members with changes in social status and enrollment with ITHP/50% additional.
5. Assist members with loan applications and processing at the Loan Help Desk.

### **LEGAL BUREAU**

1. Serve as in-house counsel to the Department.
2. Assist members of the service in interpreting and enforcing local, state, and federal laws.
3. Review and negotiate complex contracts and memoranda of understanding and assess Department policies, practices, and procedure and forms for legal sufficiency and conformance to the law.
4. Further the quality of life of New York City through focused and precise use of civil enforcement remedies.
5. Oversee the License Division, Civil Enforcement Unit, Civil Section, Intelligence Matters, Litigation Support and Transparency and Police Action Litigation Section.

### **INSPECTOR GENERAL COORDINATION UNIT**

1. Liaison with the New York City Department of Investigation (DOI), the Office of the Inspector General for the NYPD (OIG-NYPD), and other agencies as required.
2. Process requests for data, documents, and other information, and coordinate meetings when requested by OIG.
3. Prepare members of the Department prior to appearance before the OIG and ensure meeting is on specified topic.
4. Review and prepare formal comments on all OIG reports for the signature of the Police Commissioner.

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### **CIVIL SECTION**

1. Serve as in-house counsel to the Department and its members on civil work related legal issues.
2. Represent the Department in civil service appeals before the NYC Civil Service Commission.
3. Represent the Department in litigation relating to the Freedom of Information Law, employment discrimination claims and other Article 78 proceedings.
4. Provide assistance on lawsuits being defended by the NYC Law Department.
  - a. **Civil Enforcement Unit**
    1. Use civil law to interrupt criminal activity and remove the economic incentive therefrom through programs such as:
      - a. Nuisance Abatement - Department brings legal actions against locations to restrain and close them as a consequence of illegal activities
      - b. Forfeiture - Department brings legal actions against property that is the instrumentality of a crime or aids the furtherance of a crime as well as currency that is the proceeds of crime
      - c. MARCH Operations - Coordinates interagency inspections of clubs/bars and other problematic locations.

### **POLICE ACTION LITIGATION SECTION**

1. Assist the Law Department in the defense of police action litigation.
2. Provide legal advice to the Department and its members on matters within its mission.
3. Identify and analyze patterns and trends in litigation and conduct analysis to recommend changes in policy, training, personnel, or otherwise to limit future risk of litigation.
4. Review civil lawsuits where uniformed officers are named as a defendant or are the subject of such action and ensure that applicable results are reported to the Risk Management Bureau in support of all relevant performance analysis, monitoring, and evaluation program
5. Receive and process Request for Legal Assistance from members of the service.
6. Develop best practices and other protocols for litigation discovery.
7. Receive and process requests for preservation of evidence.

### **LITIGATION SUPPORT AND TRANSPARENCY**

1. Oversee all units within Legal Bureau that are tasked with production of Department records.
2. Oversee E-Discovery (ESI) Unit, Giglio Unit, Legal Bureau Body-Worn Camera Unit, Freedom of Information Law (FOIL) Unit, Subpoena Litigation Unit and Inspector General Coordination Unit.
  - a. **E-Discovery (ESI) Unit**
    - (1) Develop best practices for e-discovery production.
    - (2) Receive and process requests for preservation of evidence in e-discovery matters.

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b. **Giglio Unit**

- (1) Complete and deliver all Giglio material for relevant members of the service related to criminal prosecutions at the request of District Attorneys and other prosecutors.

c. **Legal Bureau Body-Worn Camera Unit**

- (1) Evaluate legal issues when dealing with body-worn camera video release to various public outlets.
- (2) Search, review, and conduct preliminary investigations regarding CCRB, F.O.I.L, and subpoena requests.
- (3) Search, review and redact audio/video components of body-worn camera footage.
- (4) Provide body-worn camera footage to CCRB upon request pursuant to attorney and supervisory review.
- (5) Motion practice civil litigation emanating from both subpoena Article 78 proceedings.

d. **Freedom of Information Law (FOIL) Unit**

- (1) Analyze, explain and respond to FOIL requests related to Department records, policies, statistics and procedures for members of the public and media outlets.
- (2) Prepare the assembly, redaction and production of highly sensitive and confidential Department records relating to FOIL requests and subpoenas.

e. **Subpoena Litigation Unit**

- (1) Process, review and respond to all subpoenas, court orders and motions served upon the Department.
- (2) Advise members of the service regarding all issues involving subpoenas, depositions, and judicial orders.
- (3) Prepare response papers and appear on motions in all federal, state, and local courts.
- (4) Comply with all requests for information and records from District Attorney's Offices, including investigative paperwork and requests for disciplinary records.

f. **Civil Litigation Unit**

- (1) Serve as liaison between the Police Department and the Corporations Counsels in litigation where the Police Department or a member of service is named in a civil suit.
- (2) Assist the Corporation Counsel in retrieving and producing Department records and policies relevant to civil litigation upon request.

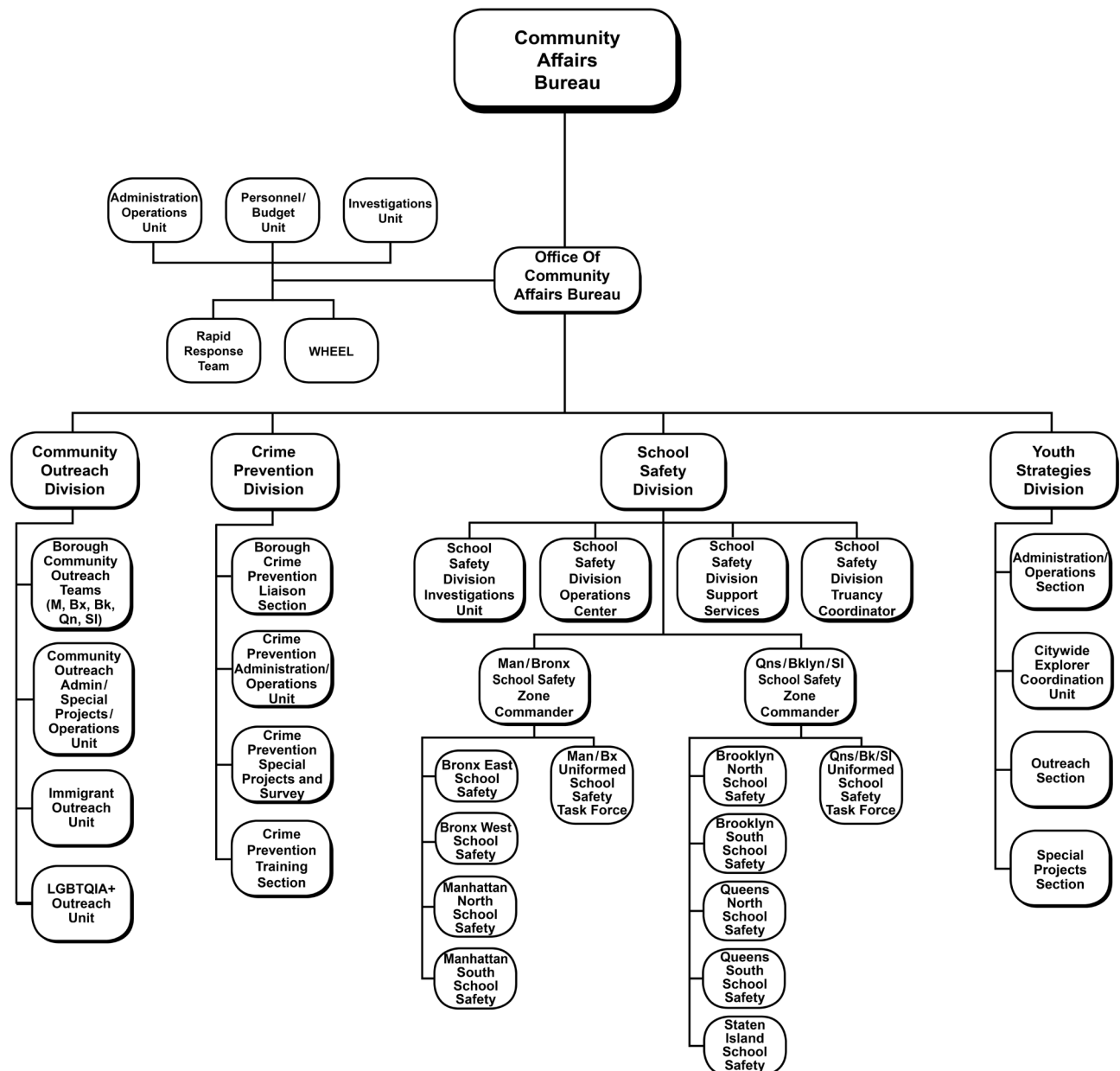
**CIVILIAN COMPLAINT REVIEW BOARD (CCRB) LIAISON UNIT**

1. Provide assistance and records requested by CCRB personnel to process civilian complaint cases.
2. Forward "spin off" logs to CCRB on a daily basis.
3. Serve as the point of contact for all records requests from CCRB.



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<b>COMMUNITY AFFAIRS BUREAU</b>			
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### **COMMUNITY AFFAIRS BUREAU**

1. Foster productive police/community partnerships in combined efforts to reduce the fear of crime and public disorder.
2. Reduce youth crime through coordination of Department resources and designing effective diversion and intervention programs.
3. Assist the public in preventing victimization through proactive crime prevention efforts.
4. Define the Department's overall community affairs policy.
5. Coordinate community affairs related activities and resources with other Department units.
6. Develop, implement and evaluate programs that strengthen police/community relations.
7. Educate the public on police policies, practices and programs.
8. Provide support personnel during significant community incidents and events.
9. Provide counsel and support to other bureaus on matters pertaining to community affairs.
10. Develop and maintain the Department's youth and civilian participation programs.
11. Serve as subject matter expert and develop community relations training on police/community practices.
12. Coordinate and consolidate the Department's overall strategy regarding juvenile matters.
13. Through the School Safety Division in partnership with the Department of Education, be responsible for providing a safe environment, conducive to learning, for New York City public school children, faculty and personnel.
14. Be responsible for the reporting, tracking and analyzing of criminal and disruptive incidents occurring in public schools.
15. Oversee all Department crime prevention strategies, including crime prevention training and presentations.
16. Regularly convene with precinct/PSA community affairs officers and conduct performance management discussions regarding local community relations, police-community interaction, concerns of local civic, religious and community groups and other general community concerns, including training, awareness and trend identification/ analysis.
17. Oversee administrative functions of the Community Affairs Bureau.

### **OFFICE OF COMMUNITY AFFAIRS BUREAU**

1. Develop and manage programs and initiatives that foster strong relationships between the Department and the communities it serves.
2. Oversee the activities of the Community Affairs Bureau Personnel/Budget Unit, Community Affairs Bureau Administration /Operations Unit, Community Affairs Bureau Special Projects Unit and the Community Affairs Bureau Wheel.

### **ADMINISTRATION/OPERATIONS UNIT**

1. Facilitate administration and communications across bureau subunits to maximize efficiency
2. Coordinate and administer the deployment of Bureau personnel and City-wide community affairs resources at details, events and emergencies.
3. Review administrative and operational processes throughout the Community Affairs Bureau to identify ways to enhance operations and improve service.



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4. Be responsible for necessary equipment, files and logs maintained within the Community Affairs Bureau office.

#### **INVESTIGATIONS UNIT**

1. Investigate misconduct cases, use of force incidents and outside guideline cases for members of the service assigned to Community Affairs Unit.
2. Conduct self-initiated investigations.
3. Conduct patrol monitoring including visits/inspections at all Special Operations facilities.
4. Review command's self-inspection programs.
5. Review command's records and perform audits including time and payroll.

#### **PERSONAL BUDGET UNIT**

1. Manage the personnel and human resource functions of Community Affairs Bureau including personnel assignments, transfers and other personnel transactions.
2. Assess projects involving Community Affairs Bureau sub-units to ensure efficient use of resources and staff.
3. Administer budgetary matters, fiscal planning and expenditures related to Community Affairs.

#### **RAPID RESPONSE TEAM**

1. Respond to incidents deemed appropriate by the Chief of Community Affairs.
2. Record information on significant incidents and ensure proper follow-up by the appropriate unit within Community Affairs Bureau.
3. Foster productive police/community partnerships.
4. Assist the Office Community Affairs Bureau in developing and implementing community affairs programs and events.
5. Perform other community affairs duties as directed by the Chief of Community Affairs.

#### **WHEEL**

1. Record information on significant incidents and ensure proper notifications are made.
2. Prepare and consolidate reports, maintain liaison with the Operations Bureau, and various other units within the Department.
3. Function as a notification center and information repository to Community Affairs executives and designated units within the Department.

#### **COMMUNITY OUTREACH DIVISION**

1. Respond to serious emergencies and unusual occurrences.
2. Plan events and conduct workshops on topical police/community related issues.
3. Monitor community satisfaction regarding police services and incorporate information into management processes.



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4. Oversee the activities of the Community Outreach Administration/Special Projects/Operations Unit, Borough Community Outreach Teams, the Immigrant Outreach Unit, and the LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender/Trans, Queer, Questioning, Intersex, Asexual and Other gender identities and sexual orientations) Outreach Unit.

**BOROUGH COMMUNITY OUTREACH TEAMS (Manhattan, Bronx, Brooklyn, Queens and Staten Island)**

1. Develop and enhance positive and productive relationships with the community by actively participating at meetings, conducting awareness programs and events, and supporting local commands.
2. Maintain open lines of communication with members of the community to explore issues affecting the community. Determine appropriate actions as required.
3. Meet and collaborate with New York City Council members to explore Clergy Liaisons and Business Improvement District managers.
4. Attend command Community Council meetings, note concerns of community members, and follow-up on the responsiveness of commands.
5. Host various community programs including cultural appreciation nights, Operation Safe Child Initiatives, Rockwall events, and Firearms Training Simulator (FATS) demonstrations.
6. Advise the community of upcoming events and topical police/community related issues.
7. Provide assistance at serious emergencies by organizing and connecting resources to persons in need.
8. Respond to police-involved shootings and assist detectives with notifications to family members.
9. Review chronic 311 complaints, contact caller, visit location, and assess whether complaints received appropriate attention.
10. Review local print, television, internet sources and other media to identify community concerns and issues.
11. Prepare Community Outreach reports to document and track community related issues, meetings, incidents and events throughout the City.

**COMMUNITY OUTREACH ADMINISTRATION/SPECIAL PROJECTS/OPERATIONS UNIT**

1. Conduct administrative functions and coordinate assignment of command resources.
2. Review programs and operational processes to identify ways to enhance Department outreach services and improve operations.
3. Schedule and coordinate community outreach meetings and events.
4. Be responsible for and maintain necessary equipment and records assigned to the Division.



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### **IMMIGRANT OUTREACH UNIT**

1. Serve as a link between the NYPD and immigrant communities not traditionally engaged with Department.
2. Attend and organize immigrant community events to develop and foster positive police/community relationships.
3. Introduce the immigrant community to available Department programs and other services offered by other City agencies and community based organizations.
4. Conduct outreach to immigrant youths and promote understanding and tolerance through sportsmanship and other programs.
5. Administer NYPD Youth Soccer and Cricket Leagues.
6. Respond to serious crimes and newsworthy events affecting immigrant communities.
7. Ensure access to resources, assist with translations and provide other services as needed.

### **LGBTQIA+ OUTREACH UNIT**

1. Serve as a liaison between the Department and the Lesbian, Gay, Bisexual, Transgender/Trans, Queer, Questioning, Intersex, Asexual and Other gender identities and sexual orientations (LGBTQIA+) communities.
2. Coordinate with leaders and organizers of LGBTQIA+ events throughout the City.
3. Address advocacy groups and LGBTQIA+ Centers on issues regarding the LGBTQIA+ community's concerns.
4. Provide guidance on Department policies regarding gender identity to precincts, transit districts, police service areas, and Deputy Commissioner, Equity and Inclusion.
5. Assist the Hate Crime Task Force and reach out to victims of bias crimes as needed.

### **CRIME PREVENTION DIVISION**

1. Develop and brand the Department's crime prevention strategies.
2. Educate members of the service and the public on crime prevention matters including emerging trends and threats.
3. Assign a uniformed member of the service to act as a liaison to patrol borough commands by assigning each member to a geographic borough.
4. Attend meetings and make presentations regarding crime prevention strategies, current trends and conduct training.
5. Assist commanding officers with developing and implementing crime prevention strategies.
6. Perform no-cost security surveys for public and private concerns.
7. Give lectures and presentations on timely and relevant issues including terrorism awareness, crime prevention and child safety.



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8. Ensure that crime prevention training is provided to the Department, including Basic Methods of Security Course.

#### **BOROUGH CRIME PREVENTION LIAISON SECTION**

1. Oversee and administer the functions of the Borough Crime Prevention Liaison Officers.
2. Ensure that local crime conditions and community needs are being properly addressed.
3. Review Crime Analysis briefing packages capturing relevant crime and community-related information.
4. Coordinate and assess the efforts of Crime Prevention Officers throughout the City.
5. Establish a working relationship with precinct/transit/PSA commanders, borough liaisons, and community leaders and collaborate to determine effective crime prevention strategies and address crime trends.
6. Utilize crime analysis briefing packages to identify crime and community conditions and proactively develop effective strategies and responses.

#### **CRIME PREVENTION ADMINISTRATION/OPERATIONS SECTIONS**

1. Conduct administrative functions and coordinate assignment of command resources.
2. Review programs and operational processes to identify ways to enhance Department crime prevention services and streamline operations.
3. Schedule and coordinate crime prevention meetings and events.
4. Be responsible for and maintain necessary equipment and records assigned to the Division.

#### **CRIME PREVENTION SPECIAL PROJECTS AND SURVEY SECTION**

1. Oversee distinct components of the Department's crime prevention strategy.
2. Develop crime prevention strategies tailored to emerging crime patterns and trends.
3. Work with private partners and entities to promote crime prevention and anti-violence messages to the public.
4. Oversee Crime Prevention Division's security surveys.

#### **CRIME PREVENTION TRAINING SECTION**

1. Develop and manage the Crime Prevention Division's training program and initiatives.
2. Manage outside bureau personnel assigned to crime prevention officer functions and regularly conduct targeted field training regarding emerging crime trends, patterns and new technologies.

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### **SCHOOL SAFETY DIVISION**

1. Work in cooperation with the Department of Education to provide a safe school environment, conducive to learning, where students, faculty and other personnel can be free of hostility and disruptions.
2. Monitor, evaluate, assess and make necessary changes to the School Safety Division's Operational Plan and related initiatives.
3. Design a comprehensive training program for all police personnel who regularly work with students, in conjunction with the Police Academy and the Department of Education.
4. Devise methods for evaluating, monitoring and improving new and existing programs and deployment strategies.
5. Maintain accurate and timely statistical information on school incidents.
6. Establish a working relationship with various outside agencies.
7. Resolve issues related to the safety of public school students and teachers that may arise.
8. Meet regularly with borough school coordinators.
9. Create a system for reporting information collected from all Department units and outside agencies.

### **SCHOOL SAFETY DIVISION INVESTIGATIONS UNIT**

1. Comply with and perform the duties and responsibilities as outlined in Patrol Guide procedure 202-10a, "Commanding Officer, Investigations Units" for members of the service assigned to the School Safety Division.

### **SCHOOL SAFETY DIVISION OPERATIONS CENTER**

1. Act as the School Safety Division's information gathering and dissemination center, twenty-four hours a day, seven days a week.
2. Ensure that the Commanding Officer, School Safety Division and appropriate executives and supervisors are informed of and updated on major incidents affecting NYC public schools.
3. Monitor and record intake of Criminal Incident Reports prepared by school safety agents.

### **SCHOOL SAFETY DIVISION SUPPORT SERVICES**

1. Procure and maintain necessary equipment for daily administrative and enforcement functions, including Department radios.
2. Be responsible for all vehicles assigned to the School Safety Division.
3. Supervise the operation of the Unannounced Scanning Unit.
4. Be responsible for the acquisition and maintenance of scanning equipment.

### **SCHOOL SAFETY DIVISION TRUANCY COORDINATOR**

1. Be responsible for the monitoring and coordination of truancy enforcement operations conducted Department-wide.
2. Be responsible for Department participation at truancy centers functioning within New York City.



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3. Ensure statistics supplied by all Bureaus regarding truancy enforcement are maintained and readily available.
4. Act as liaison with outside agencies concerned with truancy enforcement (e.g., the Department of Education, District Attorneys' offices, etc.).

**MANHATTAN/BRONX AND QUEENS/BROOKLYN/STATEN ISLAND  
SCHOOL SAFETY ZONE COMMANDERS**

1. Oversee the activities of subordinate commands as applicable.
2. Report to the Commanding Officer, School Safety Division any matters of interest occurring within public schools.
  - a. **Manhattan South, Manhattan North, Bronx East, Bronx West School Safety AND Queens South, Queens North, Brooklyn South, Brooklyn North, Staten Island SCHOOL SAFETY**
    - (1) Ensure that all NYC public schools within respective patrol boroughs are adequately staffed with school safety agents as per the Commanding Officer, School Safety Division.
    - (2) Ensure criminal incident reports prepared by school safety agents are promptly reported to the School Safety Operations Center.
    - (3) Monitor and supervise all School Safety Agents and their supervisors within their respective borough.
  - b. **Manhattan/Bronx AND Queens/Brooklyn/Staten Island UNIFORMED SCHOOL SAFETY TASK FORCE**
    - (1) Perform patrol duties and police functions in and around New York City public schools, within their respective patrol boroughs, as directed by the Commanding Officer, School Safety Division.
    - (2) Assist school safety agents assigned to the School Safety Division in performing security functions in and around New York City public schools."

**YOUTH STRATEGIES DIVISION**

1. Develop, implement, evaluate, and maintain programs to strengthen police-youth relations.
2. Develop strategies to assist at risk youth.
3. Establish and maintain youth mentoring programs.
4. Coordinate and administer community youth related programs, activities, and resources.
5. Collaborate with other city agencies and nonprofit organizations regarding youth matters.
6. Liaise with Learning for Life and the Police Athletic League (PAL) to coordinate and promote development of the Law Enforcement Explorer and PAL recreational programs Citywide.
7. Confer with operational commands regarding youth related strategies and programs.

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8. Oversee the efficacy of command-level youth programs.
9. Coordinate training for youth officers.
10. Monitor and ensure data integrity of the Citywide Juvenile Reporting System.
11. Advise Department units on the availability of educational and preventative programs in an effort to deter young people from truancy, gang activity, drug abuse, and youth crime.
12. Educate the public on police policies, practices, and programs related to youth matters.
13. Coordinate strategies, programs and activities with the School Safety Division (YSD).
14. Make recommendations to the Chief of Community Affairs regarding youth programs/services, and other youth matters and concerns.
15. Oversee YSD operations at the Youth Community Center at 127 Pennsylvania Avenue, Brooklyn.
16. Oversee the activities of the YSD Administrative/Operations Section, YSD Outreach Section, and YSD Special Projects Section.

#### **ADMINISTRATIVE/OPERATIONS SECTION**

1. Perform administrative functions and coordinate assignment of command resources.
2. Review programs and processes and make recommendations to enhance youth services and improve operations.
3. Be responsible for and maintain necessary equipment and records assigned to the Division.

#### **CITYWIDE EXPLORER PROGRAM COORDINATION UNIT**

1. Establish policy and goals.
2. Perform training research.
3. Prepare lesson plans, outlines and training materials for distribution.
4. Provide training materials to bureau/borough Explorer liaisons.
5. Ensure all programs are submitted to the Chief of Community Affairs for review and approval.
6. Collect the **EXPLORER PROGRAM – SEMI – ANNUAL DEMOGRAPHIC REGISTER REPORT (PD439-1422)** from all Bureau/Borough Explorer Liaisons.
  - a. Create and maintain a database with relevant information from these reports.
7. Monitor support provided by specialized units and others to post advisors, when required.
8. Make recommendations to Chief of Community Affairs, Youth Strategies Division regarding:
  - a. Program effectiveness
  - b. Quality of Borough Liaison and Post Advisors' activity.
9. Promote interest in Law Enforcement Exploring.

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10. Coordinate recruitment with Borough Explorer Liaison and Greater NY Councils – Learning for Life.
11. Schedule periodic meetings with Bureau/Borough Liaisons and Post Advisors.

### **OUTREACH SECTION**

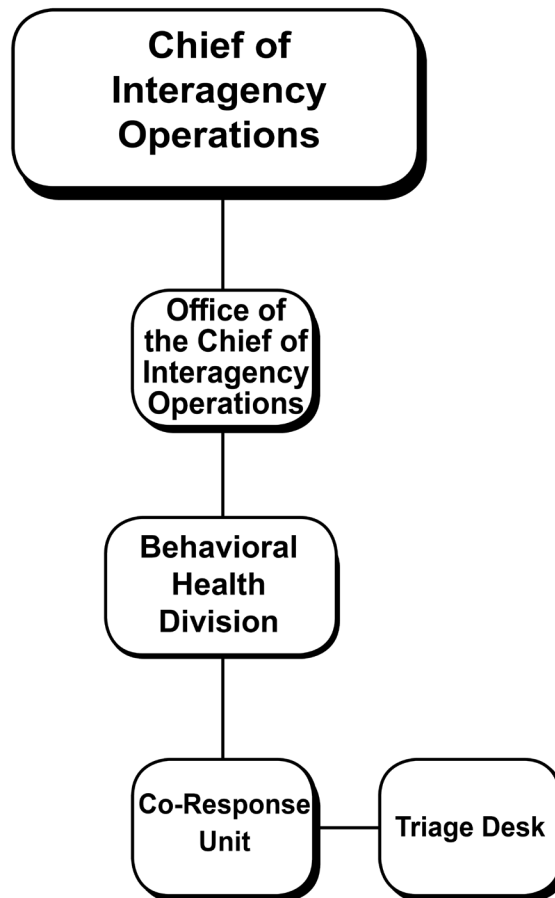
1. Conduct focused outreach to youths to develop life skills.
2. Maintain programs to promote dialogue and communication between police and youth and to provide alternatives to gangs, violence and drug use.
3. Coordinate and participate at Department and community meetings and events related to youth matters.
4. Meet regularly and coordinate with governmental agencies on matters involving youths.
5. Work closely with schools, youth organizations, and social service agencies to foster positive relationships with the Department.
6. Oversee the Summer Youth Police Academy.
7. Coordinate and promote the development of the Youth Leadership Councils Citywide.
8. Provide training and support to precinct/PSA/transit youth officers/law enforcement explorer post coordinators.

### **SPECIAL PROJECTS SECTION**

1. Develop and oversee education and prevention programs to deter gang activity, drug abuse, and youth crime.
2. Research current trends in youth issues to identify new strategies, best practices, and programs that promote youth development.
3. Assist commands in developing effective youth anti-violence, gang alternative and youth engagement programs.
4. Collaborate with Department investigative units on youth-related issues.
5. Oversee social media efforts to recruit new members to Department youth programs and promote awareness.
6. Maintain CAB YSD Intranet page.
7. Review Juvenile Reports to ensure integrity of data reporting, and to identify youth trends and at risk youths.
8. Capture metrics and measure the performance of NYPD youth programs at local, borough, and Citywide levels.

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<b>CHIEF OF INTERAGENCY OPERATIONS</b>		
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*Overhead command: Police Commissioner*



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## **CHIEF OF INTERAGENCY OPERATIONS**

**MISSION**      1.      Coordinate and facilitate the Department’s work with external agencies and organizations to solve specific problems and develop strategic plans to address issues through a public safety and criminal justice scope.

**FUNCTIONS**      1.      Support the mission of the Department by establishing and maintaining working relationships with city, state, federal, and community partners to develop emergency and non-emergency programs and joint initiatives addressing areas of mutual concern related to public safety, criminal justice, public and mental health.

## **OFFICE OF THE CHIEF OF INTERAGENCY OPERATIONS**

1.      Coordinate with outside agencies and internal bureaus on joint initiatives to address mutual emergency and non-emergency matters of concern.
2.      Assist other government and non-government entities with establishing protocols to address non-emergency matters transferred from under the oversight of the Department.
3.      Monitor ongoing incidents related to matters that have been shifted from Department oversight, including quality of life issues such as homelessness, and behavioral health issues such as substance misuse and mental illness.
4.      Supervise the management and administrative, personnel and budgetary functions of units assigned to the Interagency Operations Bureau.
5.      Assist with coordination of the Gun Violence Strategies Partnership (GVSP), a multi-agency effort to reduce gun violence in New York City.
6.      Coordinate with the New York City Department of Health and Mental Hygiene (DOHMH), the New York City Office of the Chief Medical Examiner (OCME), the High Intensity Drug Trafficking Area (HIDTA), and other city, state, and federal partners on the City’s strategy and response to prevent overdose mortality, and the implementing of pertinent policy changes.
7.      Coordinate the Behavioral Health Emergency Assistance and Response Division (B-HEARD) partnership and the statewide 9-8-8 implementation with DOHMH, the Mayor’s Office of Community Mental Health (OCMH), the New York City Fire Department’s Emergency Medical Services (FDNY EMS), and New York City Health and Hospitals (H+H), implementing pertinent policy and procedural changes.
8.      Liaise with the five county District Attorneys’ Offices and the New York State Unified Court System in furthering the development and utilization of Mental Health Courts, Drug Courts, and evolving diversion programs (HOPE, CLEAR, Reset) for at-risk and underserved individuals and populations.
9.      Oversee the Behavioral Health Division and coordinate the Department’s policies and procedures related to individuals with behavioral health issues and institutions providing care coordination for such individuals.

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### **BEHAVIORAL HEALTH DIVISION**

1. Brief the Police Commissioner, Chief of Department, Chief of Interagency Operations and other executive members of the service on behavioral health issues.
2. Act as liaison with other government entities, such as City Hall, OCMH, FDNY EMS, HIDTA, DOHMH, the Human Resources Administration, NYC Correctional Health Services, New York State Office of Mental Health, and the Department of Social Services.
3. Identify emerging concerns and issues in behavioral health.
4. Coordinate with partner agencies, collect and analyze data, and recommend programmatic improvements regarding the B-HEARD program
5. Confer with the Legal Bureau about changes in law and recommend policy changes to the Commanding Officer, Office of Management Analysis and Planning.
6. Manage Department's relationship with the two DOHMH-contracted Support and Connections Centers which will serve people who are believed to have behavioral health or substance misuse problems.
7. Coordinate with the Training Bureau's Specialized Training Unit on the further development of Crisis Intervention Training (CIT) and related programs.
8. Perform community outreach regarding the Department's developing policies regarding behavioral health issues.
9. Analyze data for behavioral health related projects, high-profile incidents, and reporting units.
10. Provide management and oversight of the Co-Response Unit (CRU) and Triage Desk.

### **CO-RESPONSE UNIT**

1. Manage and staff the Triage Desk and Co-Response Teams (CRT) collaboratively with DOHMH.
2. Conduct training presentations to NYPD personnel and community based service providers.
3. Collaborate with members of the NYPD, DOHMH and community-based service providers to build a network of referral agencies.
4. Assess all incoming requests for resources by determining if requests qualify for referral to other agencies or require a response by a Co-Response Team.
5. Provide immediate resource support to uniformed members of the service who encounter, detain, or arrest individuals exhibiting mental health issues.
6. Engage and assess individuals who have a mental health history, propensity for violence and pose no immediate safety risk, and provide in-person resources.
7. Engage, assess and connect clients to mental health resources, and follow-up as appropriate.
8. Conduct pro-active client outreach.



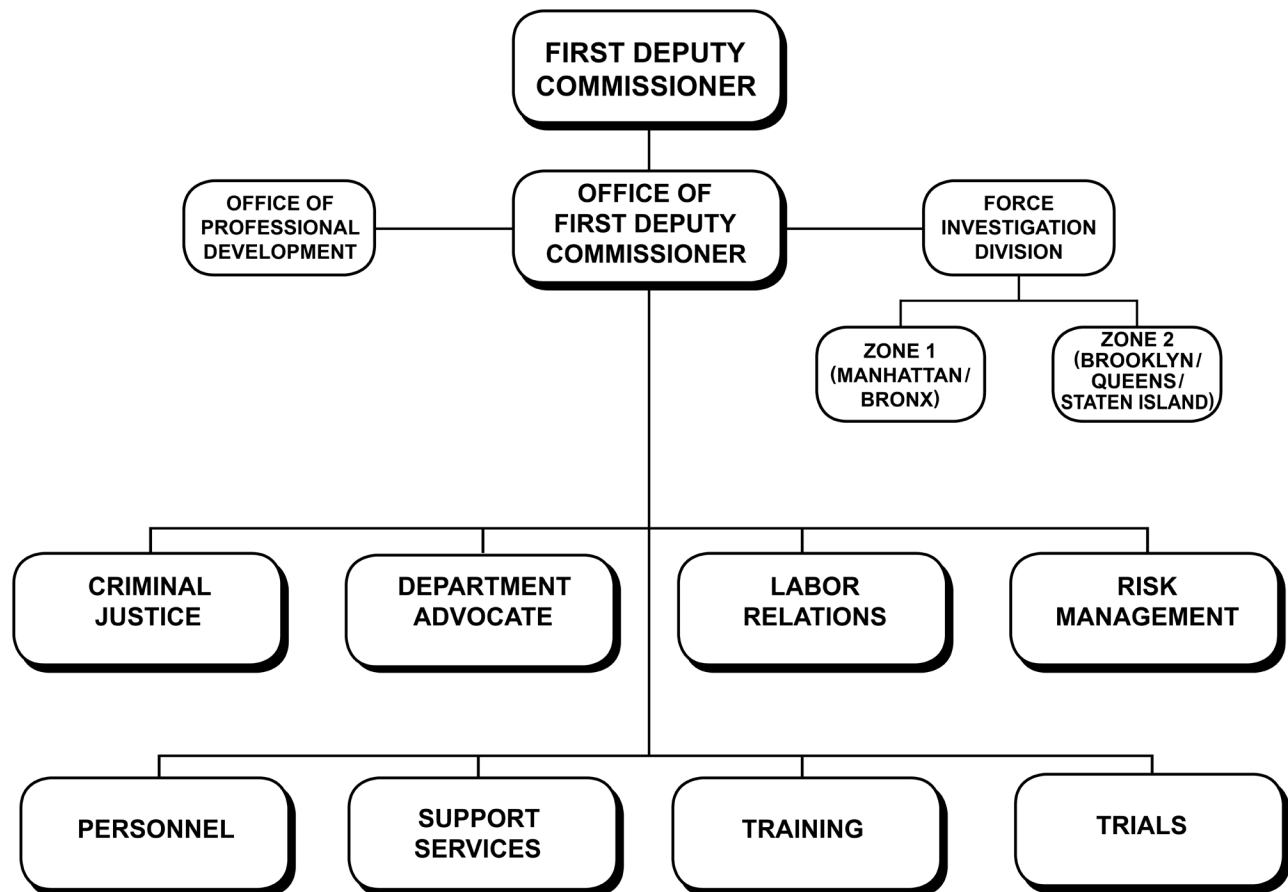
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### **TRIAGE DESK**

1. 24/7 intake of Co-Response Unit referrals from internal and external partner sources (NYC Well, DHS, H+H Hospitals, etc.).
2. Complete referral documentation, conduct background checks on all referred cases, forward all appropriate referrals to DOHMH for mental health background check.
3. Identify and flag high utilizers of police and mental health services on an ongoing basis and determine appropriate deployments for CRU.
4. Forward referrals deemed inappropriate for CRU deployment to the appropriate service provider.
5. Flag referrals to be held for later deployment due to criminal justice involvement (warrants, I-Cards, incarceration) and update status weekly.
6. Compile and maintain data sets and reports related to CRU deployments, referrals, cases, and case status.
7. Regularly update CRU, BHD, and Interagency Operations Bureau supervisors and executives of critical incidents involving mental health calls and deployments.

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<b>FIRST DEPUTY COMMISSIONER</b>		
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### **FIRST DEPUTY COMMISSIONER**

**MISSION** 1. Ensure police service to the community is consistently conducted according to the strategic vision of the Police Commissioner by effectively managing resources, discipline, training, staffing, and other administrative functions.

**FUNCTIONS**

1. Serve as Executive Aide to the Police Commissioner.
2. Act as Police Commissioner during the absence of the Police Commissioner.
3. Assist the Police Commissioner in the administration of business affairs of the Department.
4. Administer the management, budget and personnel functions of the Department.
5. Supervise the discipline system.
6. Suspend from, and restore members of the service to duty.
7. Place uniformed members of the service on modified assignment and restore members of the service to duty.

### **OFFICE OF FIRST DEPUTY COMMISSIONER**

1. Perform all duties as required to achieve the mission of the First Deputy Commissioner.
2. Review and analyze all relevant Department records and data, and make recommendations to support the mission of the First Deputy Commissioner.
3. Analyze the effectiveness of organizational processes, policies, and programs, and formulate plans for improvement.
4. Perform tasks and conduct appropriate audits and reviews as directed.
5. Develop and maintain liaison with the New York City Police Foundation.
6. Oversee the application process for awarding Department and non-Department awards (i.e., medals, commendations, New York City Police Foundation Hemmerdinger Awards for Excellence, The Frederick O'Reilly Hayes Prize, etc.).
7. Make recommendations to the Police Commissioner concerning Department and non-Department awards as Chairperson of the Honor Committee.
8. Provide the necessary support required for the First Deputy Commissioner to chair all boards/committees as necessary.

### **FORCE INVESTIGATION DIVISION**

- a. Investigate all incidents of a firearms discharge by uniformed members of the service; all incidents in which a firearm that is or should have been in the possession or control of a uniformed member is discharged; all incidents when a person dies or is seriously injured and likely to die while in, or just prior to, police custody; and any possible violation of the force prohibitions indicated in Patrol Guide 221 Series, "Tactical Operations" on a case-by-case basis.
- b. Supervise and coordinate the functions of the Force Investigation Division Zone 1 (Manhattan/Bronx) and Force Investigation Division Zone 2 (Brooklyn/Queens/Staten Island).

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### **OFFICE OF PROFESSIONAL DEVELOPMENT**

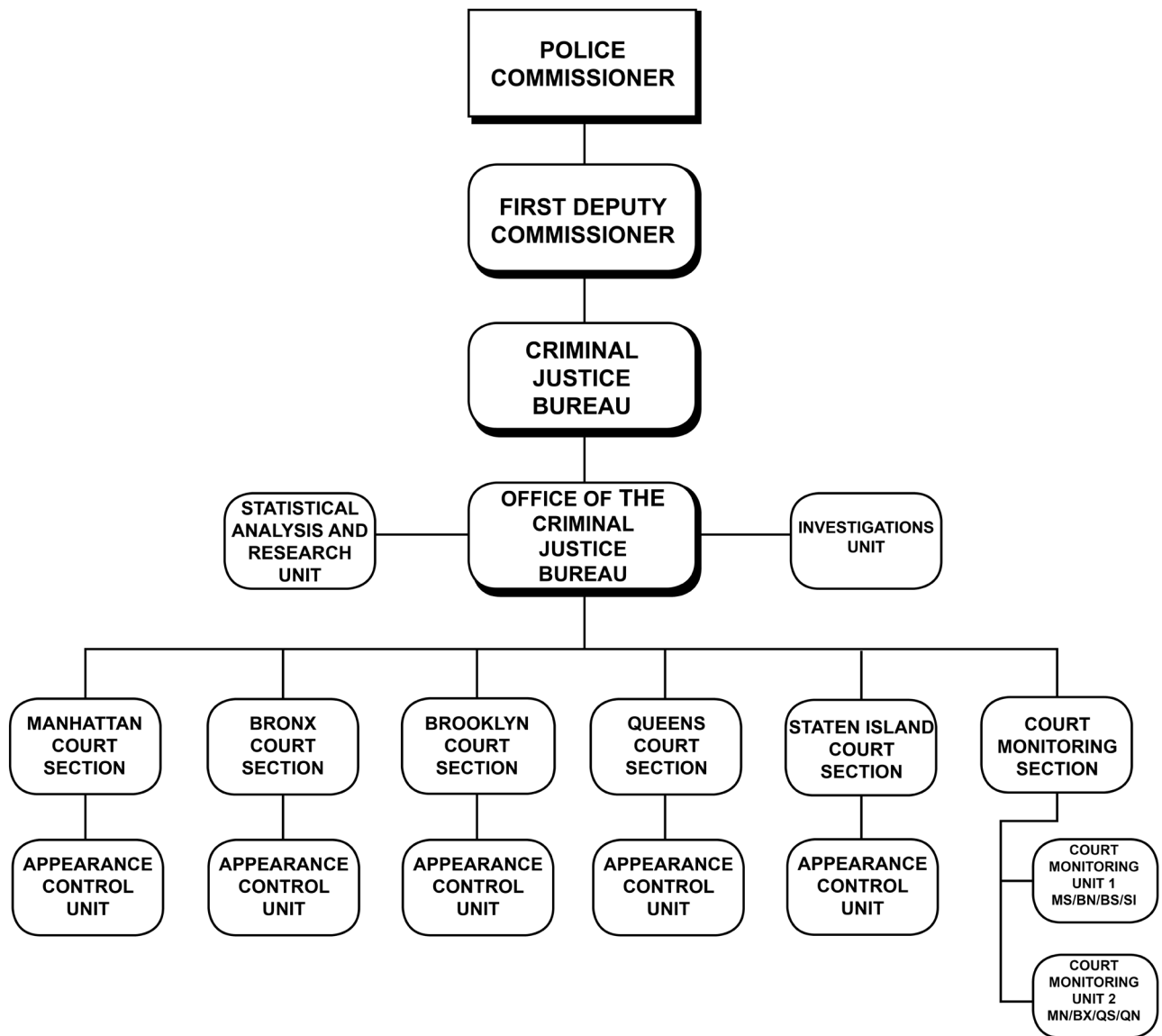
1. Empower all members of the New York City Police Department to pursue a fulfilling career to include opportunities for continuing professional education, professional growth and to develop skills, knowledge and abilities of employees and leaders.
2. Work in conjunction with all Department bureaus to enhance and make available training opportunities to all members of the service.
3. Create and maintain broad career trajectories for all members of the service to support professional growth and support organizational improvement.
4. Develop a mechanism to track and maintain information concerning professional education, scholarship and development opportunities for individual employees and Department purposes.
5. Identify and recommend professional development opportunities to individual members of the Department based on objective assessment of Department and individual needs.
6. Administer, research and develop opportunities to improve staff development.
7. Establish relationships with other city, state and federal agencies, private institutions, community groups and others to identify or develop new professional development opportunities.
8. Coordinate and administer external professional development opportunities.
9. Provide individual members with objective insight to achieve and support a fulfilling career.

### **SCHOLARSHIP UNIT**

- (1) Publicize educational opportunities to all members of the Department.
- (2) Research and make recommendations concerning new scholarship and educational opportunities for members of the service.
- (3) Serve as a liaison between the Department and colleges/universities.
- (4) Process applications submitted for scholarships and other educational opportunities.
- (5) Consolidate information and materials to brief members of the Scholarship Committee, when necessary.

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<b>CRIMINAL JUSTICE BUREAU</b>		
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## **CRIMINAL JUSTICE BUREAU**

- MISSION**
1. Plan, oversee, and direct the timely and efficient processing of all persons arrested within New York City from arrest-to-arraignment, while ensuring prisoner and officer safety.
  2. Act as the designated liaison to the criminal justice community on all issues related to prisoner holding, personnel court appearances, and the arrest to arraignment process.
  3. Collaborate with other criminal justice agencies and work closely with, and assist, the several NYPD Bureaus that advise the Police Commissioner in the development and review of legislation and Department policy concerning criminal justice matters.
- FUNCTIONS**
1. Ensure that prisoners in New York City are arraigned within the time parameters set forth in Roundtree v. Brown.
  2. Initiate, monitor and evaluate criminal justice projects to reduce both overtime and arrest-to-arraignment times.
  3. Manage and oversee the Borough Court Sections, Court Monitoring Units and the Special Projects and Research Unit.

### **OFFICE OF THE CRIMINAL JUSTICE BUREAU**

1. Oversee all activities of the Criminal Justice Bureau.
2. Assist in direction, coordination, and control of subunits of the Criminal Justice Bureau.
3. Perform administrative functions, staffing, and management tasks.
4. Perform all duties as required to achieve the mission of the Criminal Justice Bureau.
5. Perform tasks and conduct appropriate audits and reviews as directed.
6. Review and analyze all relevant Department records and data, and make recommendations to support the mission of the Criminal Justice Bureau.
7. Analyze the effectiveness of organizational processes, policies, and programs.
  - a. Formulate plans for improvement.
8. Develop and maintain liaison with internal units and external criminal justice entities.
9. Manage projects involving the Criminal Justice Bureau subunits to ensure efficient use of resources and staff.
10. Provide the necessary support required for the Commanding Officer, Criminal Justice Bureau to chair meetings/project committees as necessary.

### **INVESTIGATIONS UNIT**

1. Conduct internal investigations as directed by the Commanding Officer, Criminal Justice Bureau, competent authority, or Internal Affairs Bureau.
2. Conduct inspections, monitoring, and audits to identify and correct misconduct and deficiencies and ensure the highest standards of integrity within the Criminal Justice Bureau.

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3. Implement integrity and quality control initiatives at the direction of the Commanding Officer, Criminal Justice Bureau.

### **STATISTICAL ANALYSIS AND RESEARCH UNIT**

1. Conduct research and in-depth studies and prepare surveys and plans in the criminal justice field.
2. Analyze the Department's efforts in criminal justice matters and recommend revision of procedures, where appropriate.
3. Develop and assist in the implementation and evaluation of innovative criminal justice programs as they relate to prisoner holding, personnel court appearances, and the arrest-to-arraignment process.

### **BOROUGH COURT SECTIONS (MANHATTAN, BRONX, BROOKLYN, QUEENS, STATEN ISLAND)**

1. Oversee the criminal justice operations of the Department as follows:
  - a. Supervision of borough arrest processing.
  - b. Operation of pre-arraignment processing facilities.
  - c. Control transportation and detention of prisoners.
  - d. Obtain criminal history (RAP sheets) for defendants from the New York State Division of Criminal Justice Services.
  - e. Liaise between the Department, District Attorney's Offices and related adjudication agencies regarding the notification and appearances of members of the service.
  - f. Administrative control of detained hospitalized prisoners and liaison with hospitals concerned.
  - g. Liaise with other criminal justice agencies.

### **APPEARANCE CONTROL UNIT**

1. Monitor and control the appearance process for court and other governmental agencies using the Centralized Personnel Resource (CPR) System.
2. Process requests and make notifications for members of the service to appear in court and other governmental agencies.
3. Maintain a liaison with the District Attorney's Office and other related agencies.
4. Mediate and resolve conflicting court appearances.
5. Maintain required records and statistical data.

### **COURT MONITORING SECTION**

1. Oversee all activities of the Court Monitoring Units.
2. Responsible for administrative and operational functions of the Court Monitoring Units.
3. Represent the Criminal Justice Bureau at Traffic Safety Forums and interagency meetings, as directed.

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4. Review and analyze monthly statistical reports regarding Traffic Violations Bureau (TVB) non-appearance rates and conviction rates.
5. Design strategies to improve TVB non-appearance rates and conviction rates.
  - a. Collaborate with Department executives to implement appropriate strategies.
6. Liaise with the NYS Department of Motor Vehicles regarding any issues related to TVB appearances

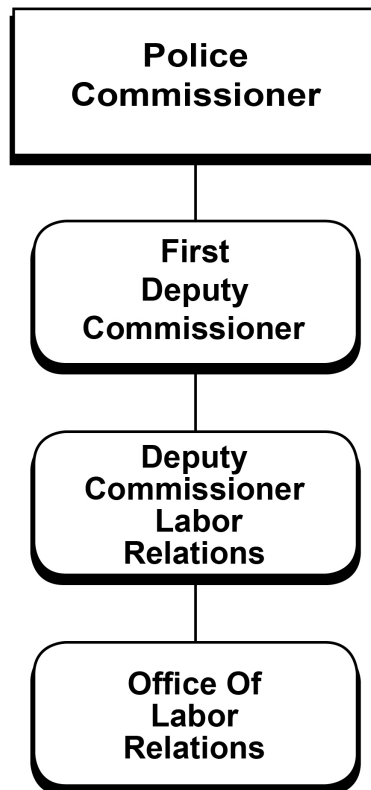
**COURT MONITORING UNIT 1 (MANHATTAN SOUTH/BROOKLYN NORTH/BROOKLYN SOUTH/STATEN ISLAND) AND COURT MONITORING UNIT 2 (MANHATTAN NORTH/BRONX/QUEENS SOUTH/QUEENS NORTH)**

1. Monitor the testimony that members of the service provide at Traffic Violations Bureau hearings.
2. Identify members of the service who fail to appear.
3. Review TVB “Officer Time Slip” not guilty dispositions.
4. Conduct preliminary inquiries for “do not recall” and “no prima facia case” dispositions.
5. Make entries in the Court Monitoring System database as appropriate.
6. Prepare training referrals as needed.
7. Maintain liaison with enforcement commands regarding conviction and non-appearance trends.



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<b>DEPUTY COMMISSIONER, LABOR RELATIONS</b>		
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### **DEPUTY COMMISSIONER, LABOR RELATIONS**

**MISSION**      1.      Administer the Department's Labor Relations program.

**FUNCTIONS**   1.      Advise the Police Commissioner on all matters involving labor relations with Department employees and union representatives.

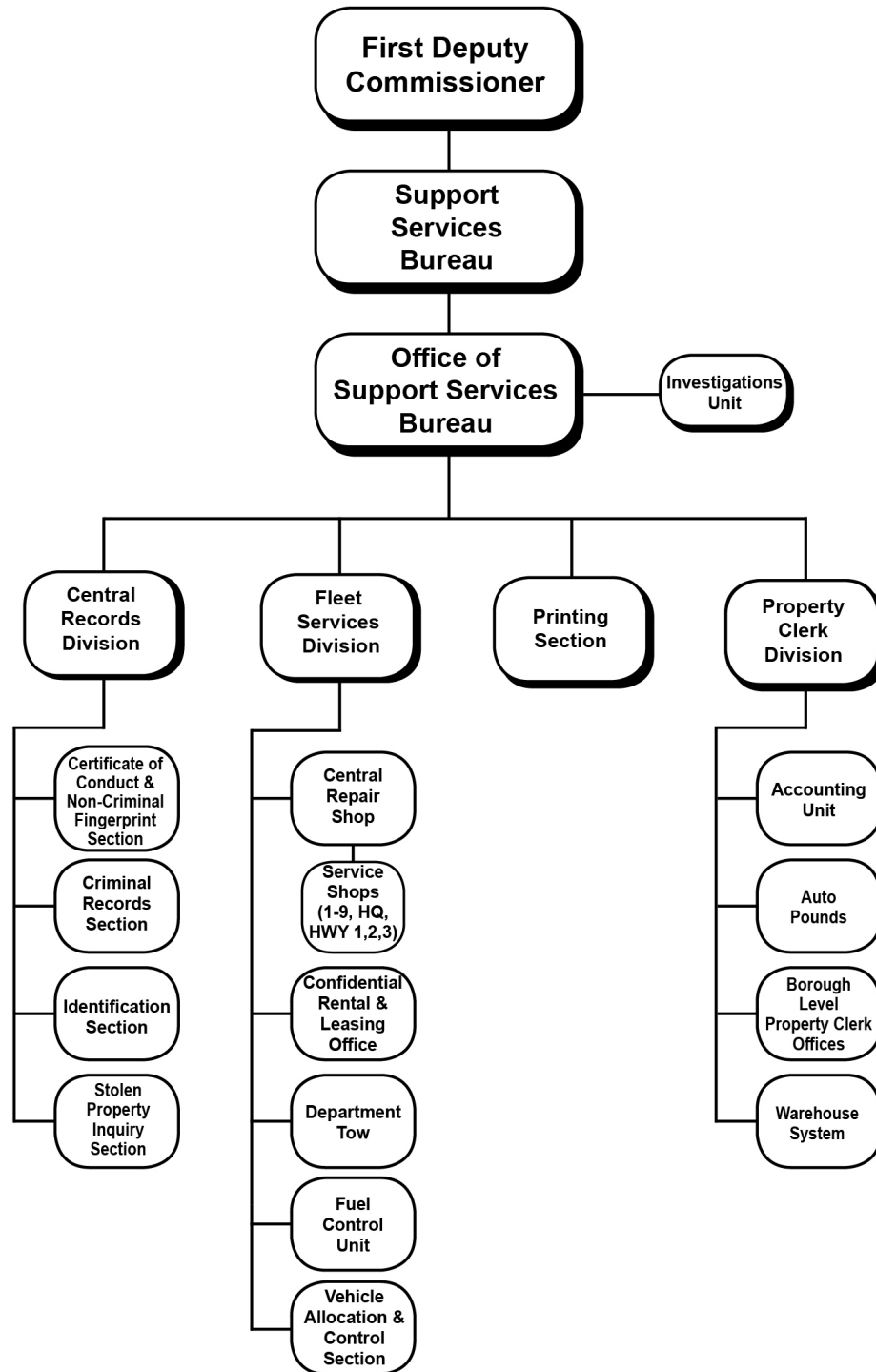
### **OFFICE OF LABOR RELATIONS**

1.      Provide centralized direction for the labor relations functions of the Police Department.
2.      Represent Department in labor negotiations and advise commanders on contract administration.
3.      Research and evaluate the impact of proposed labor legislation and contracts on Department operations and procedures and develop collective bargaining initiatives.
4.      Maintain liaison with Department employee organizations and promote a mutually supportive labor relations climate between the Department and its employees.
5.      Administer the Department's grievance program.

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<b>SUPPORT SERVICES BUREAU</b>		
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### **SUPPORT SERVICES BUREAU**

- MISSION** 1. Provide auxiliary services for the Department.
- FUNCTIONS** 1. Oversee the maintenance, storage and dissemination of records and files.  
2. Maintain and account for all Department vehicles and related emergency response equipment.  
3. Safeguard, record and lawfully dispose of property coming into the possession of the Department.  
4. Render printing services to meet Department needs.

### **OFFICE OF SUPPORT SERVICES BUREAU**

1. Perform administrative functions, staffing and management tasks.
2. Certify accuracy of allocated funds, reconcile and modify budgets.
3. Review budget annually, and certify accuracy of encumbrances quarterly.
4. Provide training and other pertinent financial directives to bureau fiscal coordinators.
5. Manage financial responsibilities for Department's EZ Pass and Uber Programs.
6. Monitor/audit fiscal coordinator activities to ensure effective utilization of funds.
7. Conduct management studies, analysis and evaluation of proposals relating to Department programs and policies.
8. Assist in direction, coordination, and control of the Central Records Division, Fleet Services Division, Printing Section and Property Clerk Division.
9. Oversee Investigations Unit.

### **INVESTIGATIONS UNIT**

1. Conduct self-initiated investigations.
2. Review command's self-inspection programs.
3. Review command's records and perform audits including time and payroll.
4. Provide copies of all case closings to Internal Affairs Bureau.
5. Present cases to Internal Affairs Bureau Steering Committee as per the protocols set forth by Internal Affairs Bureau.

### **CENTRAL RECORDS DIVISION**

1. Oversee the maintenance, storage and dissemination of records and files.
2. Oversee the following Sections:

### **CERTIFICATE OF CONDUCT AND NON-CRIMINAL FINGERPRINT SECTION**

1. Process applications for Certificate of Conduct and non-criminal fingerprint requests.

### **CRIMINAL RECORDS SECTION**

1. Maintain records, files, and information relating to Complaint Reports, Missing Persons Reports, Stop Reports, Aided Reports and Common Law Right of Inquiry-Consent Search Reports.

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### **IDENTIFICATION SECTION**

1. Maintain, store, and disseminate Department records, files and information relating to fingerprints and criminal records of persons arrested, court Orders of Protection and Juvenile Reports.
2. Operate twenty-four hours a day, seven days a week.
3. Process requests from other New York City agencies and other law enforcement agencies.

### **STOLEN PROPERTY INQUIRY SECTION**

1. Maintain record of property reported stolen and vehicles that have been impounded.
2. Operate twenty-four hours a day, seven days a week.
3. Process requests and verify occupied vehicle alarm inquiries from other New York City agencies and other law enforcement agencies.

### **FLEET SERVICES DIVISION**

1. Oversee all administrative functions of the Division.

### **CENTRAL REPAIR SHOP**

1. Maintain and account for all Department vehicles and specialized equipment.
2. Prepare vehicle specifications and execute purchasing, receiving, storage, distribution and disposal of Department vehicles.
3. Continuously monitor, evaluate and implement the technological advancements in vehicle safety performance.
4. Manage and account for all materials related to fleet maintenance.
5. Oversee Department repair facilities which perform vehicle maintenance and mechanical and collision repair.
  - a. **Service Shops (1-9, Headquarters, Highway 1, Highway 2, Highway 3)**
    - (1) Perform preventive maintenance, mechanical and collision repairs for the Police Department owned vehicles, as well as, Department of Transportation, Department of Environmental Protection, and Department of Homeless Services.

### **CONFIDENTIAL RENTAL AND LEASING OFFICE**

1. Lease vehicles to support covert and sensitive investigations, as such vehicles are funded with confidential funds and maintained by private vendors.
2. Maintain records and account for vehicles.

### **DEPARTMENT TOW**

1. Operate 24 hour towing and roadside service for Department vehicles and specialized equipment.
2. Maintain Department and client agency vehicle breakdowns.
3. Tow seized vehicles, as necessary.
4. Deploy specialized vehicles and equipment to parades.
5. Oversee the Blocker Truck detail, when necessary.



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6. Perform on-site roadside repair of vehicles and specialized equipment.
7. Issue Fleet Services Division numbers for Department vehicles involved in collisions.

### **FUEL CONTROL UNIT**

1. Administer the Department Automated Fuel Dispensing System.
2. Monitor and maintain all fuel sites, ensuring all upgrades and compliance are maintained.
3. Analyze Department fuel usage.
4. Manage fuel card programs.

### **VEHICLE ALLOCATION & CONTROL SECTION**

1. Manage the Department's operational and reserve fleet.
2. Monitor and control the condemnation of Department and confidential vehicles.
3. Process all documentation with Department of Motor Vehicles and ensure registration compliance for all Department vehicles.
4. Allocate and control the distribution and integrity of EZ Pass tags and maintain the confidentiality of the EZ Pass database.
5. Liaise with all Department Bureaus and provide monthly EZ Pass transaction history and assist with investigation units.

### **PRINTING SECTION**

1. Oversee the printing of mandated forms utilized by the Department through the Quartermaster Section.
2. Produce Crime Prevention brochures, journals, periodicals, bulletins, posters, and Department orders and procedures.
3. Perform other specialized printing services for various law enforcement initiatives.

### **PROPERTY CLERK DIVISION**

1. Oversee all administrative functions of the Division.
2. Process legal actions and prepare official communications.
3. Determine which property is eligible and ready for auction.
4. Maintain integrity of all property physically stored within Department auto pounds, borough offices and warehouses.
5. Safeguard, record and lawfully dispose of invoiced vehicles in possession of the Department.
6. Lawfully dispose of property in possession of the Department, other than perishables, when necessary.
7. Provide long term storage of property.
8. Process contraband and non-contraband for destruction or auction, as appropriate.
9. Oversee the Accounting Unit, Auto Pounds, Borough Level Property Clerk Offices and Warehouse System.

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### **ACCOUNTING UNIT**

1. Record, maintain and audit daily accounting data pertaining to invoiced currency, bank receipts, and check disbursements.
2. Record, maintain and audit data pertaining to revenue generated from internet auto auctions and on-line general property auctions.
3. Maintain and reconcile division and borough bank accounts.
4. Calculate, reconcile, and track Rotation Tow disbursements.

### **AUTO POUNDS (ERIE BASIN, SPRINGFIELD GARDENS)**

1. Safeguard, record, and lawfully dispose of invoiced vehicles coming into the possession of the Department.

### **BOROUGH LEVEL PROPERTY CLERK OFFICES (BRONX, BROOKLYN, MANHATTAN, QUEENS, STATEN ISLAND)**

1. Safeguard, record, and lawfully dispose of property coming into the possession of Department, other than perishables and vehicles.

### **WAREHOUSE SYSTEM**

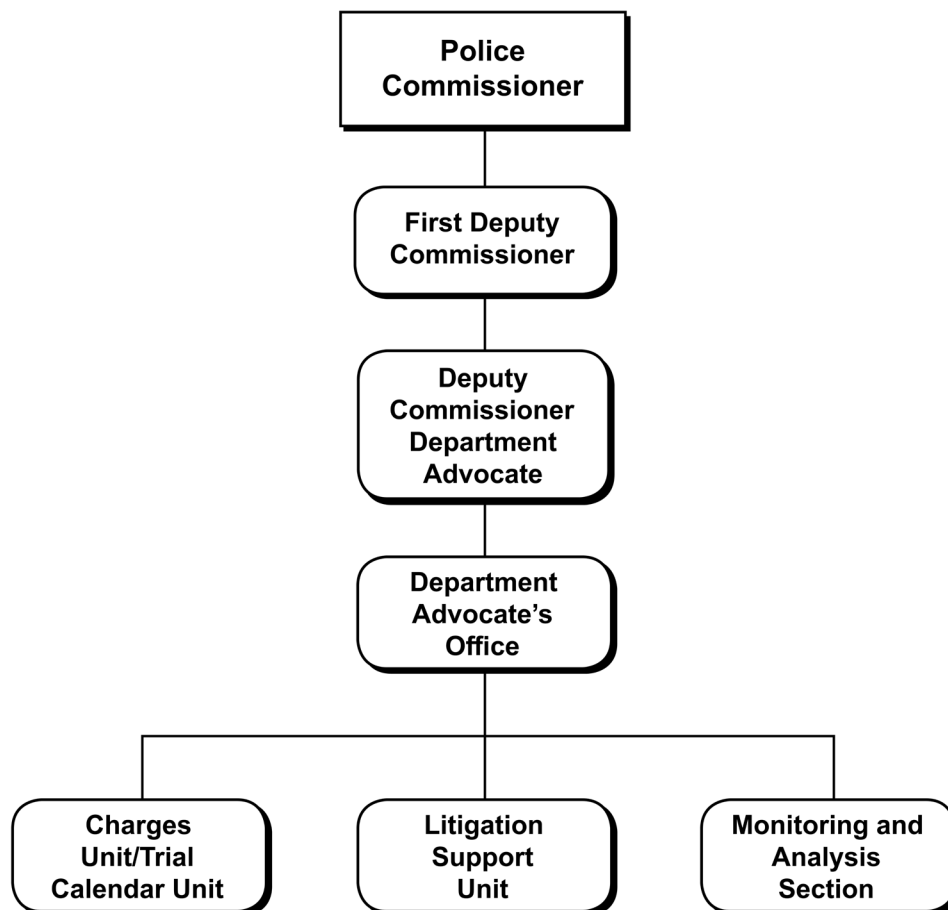
1. Provide long term storage of inventory.
2. Provide storage of large invoiced items.
3. Intake property coming into the possession of Department Borough facilities, outside agencies and Office of Chief Medical Examiner.
4. Process contraband and non-contraband items for destruction or auction, as appropriate.



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<b>DEPUTY COMMISSIONER, DEPARTMENT ADVOCATE</b>		
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### **DEPUTY COMMISSIONER, DEPARTMENT ADVOCATE**

- MISSION**
1. Review allegations of corruption, criminal behavior, and serious misconduct.
  2. Provide the First Deputy Commissioner with necessary reports, statistical data, and all other relevant information pertaining to the Department's disciplinary system.
  3. Prepare and conduct Department trials.

- FUNCTIONS**
1. Evaluate and guide Department investigations for disciplinary action.
  2. Provide legal advice in areas of criminal, administrative and labor laws.
  3. Review new investigative cases for appropriate disciplinary action.
  4. Prepare case recommendation memorandum for Police Commissioner's review.
  5. Handle any appeals of penalty to the NYC Civil Service Commission.
  6. Act as liaison with the Civilian Complaint Review Board.

### **DEPARTMENT ADVOCATE'S OFFICE**

1. Provide assistance to investigators for development of competent Department trial evidence.
2. Provide assistance in command discipline procedures and preparation of charges and specifications.
3. Make recommendations to the Deputy Commissioner, Department Advocate concerning suspensions and restorations to duty of members of the service (uniformed and civilian).
4. Draft disciplinary charges against uniformed members of the service.
5. Make recommendations and approvals for disciplinary action, including charges and specifications and schedule "B" command disciplines.
6. Draft charges and specifications when warranted.
7. Review and adjudicate substantiated civilian complaints investigated by the Civilian Complaint Review Board (CCRB).
8. Present cases before the Deputy Commissioner, Trials.
9. Prepare charges and specifications for service.
10. Monitor disciplinary data integrity and prepare statistical internal and external reports.
11. Monitor command discipline statistics for irregularities.
12. Grant and monitor access to Command Discipline System.
13. Perform database inquiries and reports upon request from other units.
14. Function as liaison with the CCRB by processing requests from CCRB for Department records, assisting with mediation, making notifications, attending public CCRB meetings, and assisting the CCRB Administrative Prosecution Unit.
15. Work closely with Risk Management Bureau to monitor civilian employees who are on performance monitoring.
16. Oversee the Charges Unit/Trial Calendar Unit, Litigation Support Unit and Monitoring and Analysis Section.
17. Respond to requests for Employment Histories, pursuant to a 2021 Memorandum of Understanding.



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### **CHARGES UNIT/TRIAL CALENDAR UNIT**

1. Intake suspension cases and schedule service of charges and specifications.

### **LITIGATION SUPPORT UNIT**

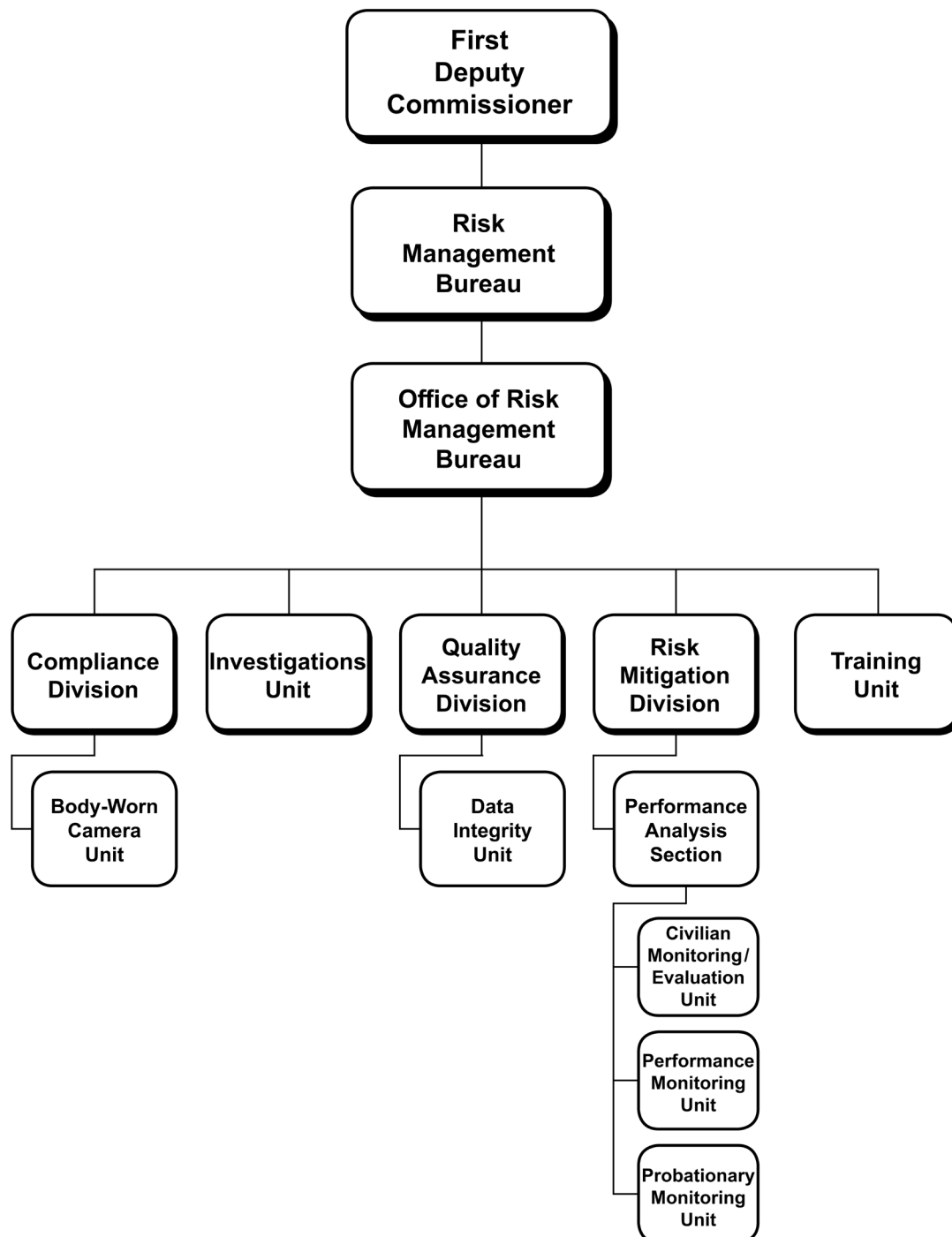
1. Serve charges and specifications to uniformed members of the service and assist in field work required for disciplinary cases.

### **MONITORING AND ANALYSIS SECTION**

1. Be responsible for the maintenance and data integrity of the Disciplinary Administrative Database System (DADS).
2. Prepare reports for analysis.

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<b>RISK MANAGEMENT BUREAU</b>		
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### **RISK MANAGEMENT BUREAU**

- MISSION** 1. To assist the Department in accomplishing its objectives by applying a systematic approach to developing and implementing compliance mechanisms, providing objective and independent evaluations to reduce risk and improve operations, and devising corrective solutions to non-compliance.
- FUNCTIONS** 1. Develop and implement compliance mechanisms to ensure individual and institutional compliance with Department policy, applicable laws, and external oversight.
2. Assess effectiveness of training and policy in achieving desired risk reduction outcomes and conducting all other independent evaluations at the direction of the Police Commissioner.
3. In partnership with the Training Bureau and Deputy Commissioner Legal Matters, implement recommendations made by oversight bodies, including developing training programs and other corrective solutions.
4. Serve as compliance liaison to the Court-appointed monitor in pending litigations, until such time as the Department achieves substantial compliance with all requirements under remedial orders and related settlement agreements.

### **OFFICE OF RISK MANAGEMENT BUREAU**

1. Oversee all activities of the Risk Management Bureau.
2. Assist in direction, coordination and control of the Compliance Division, Quality Assurance Division, and Risk Mitigation Division.
3. Perform administrative functions, staffing and management tasks.

### **INVESTIGATIONS UNIT**

- (1) Comply with and perform the duties and responsibilities as outlined in Administrative Guide 303-11, "Commanding Officer, Investigations Unit."

### **COMPLIANCE DIVISION**

1. Develop, implement, and oversee a program that ensures that there are processes and procedures in place that promote NYPD compliance with both the letter and spirit of all applicable laws, regulations, rules, and policies.
2. Review policies and/or programs to determine Department's strengths and weaknesses and submit findings to the Police Commissioner
3. In partnership with DCLM, liaise with the court appointed Monitor.
4. Facilitate requests from and manage the retrieval/production of materials/documents for the court appointed Monitor.
5. Develop and implement systems designed to measure remedial actions adopted.
6. Coordinate the Department's compliance programs.
7. Review policies and procedures to ensure compliance.
8. Implement strategies, procedures and programs aimed at greater compliance.
9. Develop and assess measures to improve compliance.



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### **BODY-WORN CAMERA UNIT**

- (1) Administer the Body-Worn Camera program Citywide.
- (2) Ensure compliance with the mandated court orders and Patrol Guide procedures concerning Body-Worn Cameras.
- (3) Liaise with other bureaus/deputy commissioners concerning Body-Worn Cameras.
- (4) Deliver instruction on the use of Body-Worn Cameras.
- (5) Ensure appropriate documentation and finalization of video requests are made through proper channels.
- (6) Review and analyze Body-Worn Camera footage.
- (7) Oversee and prepare reports on Body-Worn Camera usage.

### **QUALITY ASSURANCE DIVISION**

1. Secure and promote fidelity to Department orders and policies through a comprehensive evaluation process.
2. Promote methods of operation designed to improve quality performance throughout the Department.
3. Provide guidance, training, and support to field commands.
4. Emphasize a commitment to quality and excellence in an effort to achieve the goals of reducing crime, disorder and fear.

### **DATA INTEGRITY UNIT**

1. Ensure the integrity of crime reporting systems by reviewing and auditing the crime reporting systems and related materials.

### **RISK MITIGATION DIVISION**

1. Develop and implement initiatives designed to minimize risk to the Department.
3. Provide advice and guidance on training issues.
4. Develop and implement strategies to identify and remediate sub-optimal performance.

### **PERFORMANCE ANALYSIS SECTION**

1. Provide oversight of the Department's Probationary, Civilian, and Performance Monitoring programs.
2. Provide training on the Department's performance monitoring program.
3. Identify problematic trends and patterns in performance.
4. Develop programs and policies designed to remediate deficiencies identified in members.
5. Review background for candidates eligible for promotion, as directed.
6. Coordinate the return to full duty status of members whose duty status is not full duty.
7. Monitor members on probationary status.
8. Process all probationary terminations, probation extensions and demotions.
9. Identify uniformed members of the service whose behavior and method of performing duty increase the risk of their resorting to the use of force in situations not normally dictating such use.

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10. Supervise the activities of the Civilian Monitoring/Evaluation Unit, Performance Monitoring Unit and the Probationary Monitoring Unit.

#### **CIVILIAN MONITORING/EVALUATION UNIT**

- (1) Coordinate the Department's civilian monitoring programs.
- (2) Provide guidance and assistance in monitoring civilian members performing below standards.
- (3) Process all civilian terminations, decertifications and demotions.
- (4) Provide training on the civilian disciplinary process.
- (5) Process all terminations of civilian members of the service on probation.

#### **PERFORMANCE MONITORING UNIT**

- (1) Perform duties and responsibilities concerning the performance of members of the service as directed by the Performance Analysis Section.
- (2) Responsible for oversight of the Department's performance monitoring programs.
- (3) Identify members of the service whose behavior or performance is cause for concern.
- (4) Interview members placed in performance monitoring.
- (5) Provide training regarding the Department's monitoring programs.

#### **PROBATIONARY MONITORING UNIT**

- (1) Coordinate the Probationary Monitoring Review Committee.
- (2) Oversee the Department's probationary monitoring program.
- (3) Identify and monitor members of the service whose behavior and/or performance is substandard.
- (4) Provide training regarding probationary issues.
- (5) Process all probationary terminations, probation extensions and demotions.

#### **TRAINING UNIT**

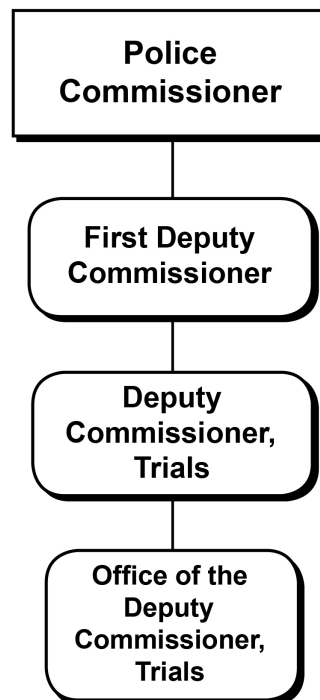
1. Develop, implement and maintain a comprehensive command-level training program that is suitable and responsive to the needs of the assigned members of the service, and adheres to the Department requirements.
2. Identify, prioritize and take action to mitigate risks to the Department and its members of the service by producing, administering and reviewing all training related to topics on constitutional enforcement of the law and Department policies.
3. Administer the following training programs:
  - a. Conduct remedial instruction with respect to deficiencies identified through the quality control and compliance programs administered but Risk Management Bureau, such as:
    - (1) The practice of investigative encounters and procedures as identified within a specific unit or precinct

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- (2) Documentation or practice relating to law enforcement action as identified by the Quality Assurance Division
  - (3) Member of the service performance of constitutional law enforcement and Department Policies as identified by the Civilian Complaint Review Board.
4. Liaise with Training Bureau and Legal Bureau, Criminal Section to identify, review and correct policy deficiencies in order to develop sufficient language and guidance for members of the service to achieve compliance with the law and Department procedures.
5. Conduct specialized training consistent within the scope of the Risk Management Bureau's program, as directed.

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### **DEPUTY COMMISSIONER, TRIALS**

- MISSION**      1.      Preside at due process hearings of Departmental disciplinary cases and render written findings of fact and recommendations to the Police Commissioner in a fair, impartial and expeditious manner consistent with Department rules, Department policy and applicable statutes and case law.
- FUNCTIONS**   1.      Preside at, or designate Assistant Deputy Commissioner, Trials to preside at, disciplinary hearings and make written rulings consistent with law, Department precedent, and Department policy.
2.      Protect the integrity and confidentiality of the Department's disciplinary process.
3.      Render written decisions on all disciplinary hearings.
4.      Suspend members of the service.
5.      Place uniformed members of the service on modified assignment.
6.      Maintain records of disciplinary trials.
7.      Advise Police Commissioner on disciplinary policies and procedures.
8.      Facilitate the expeditious resolution of disciplinary matters.

### **OFFICE OF THE DEPUTY COMMISSIONER, TRIALS**

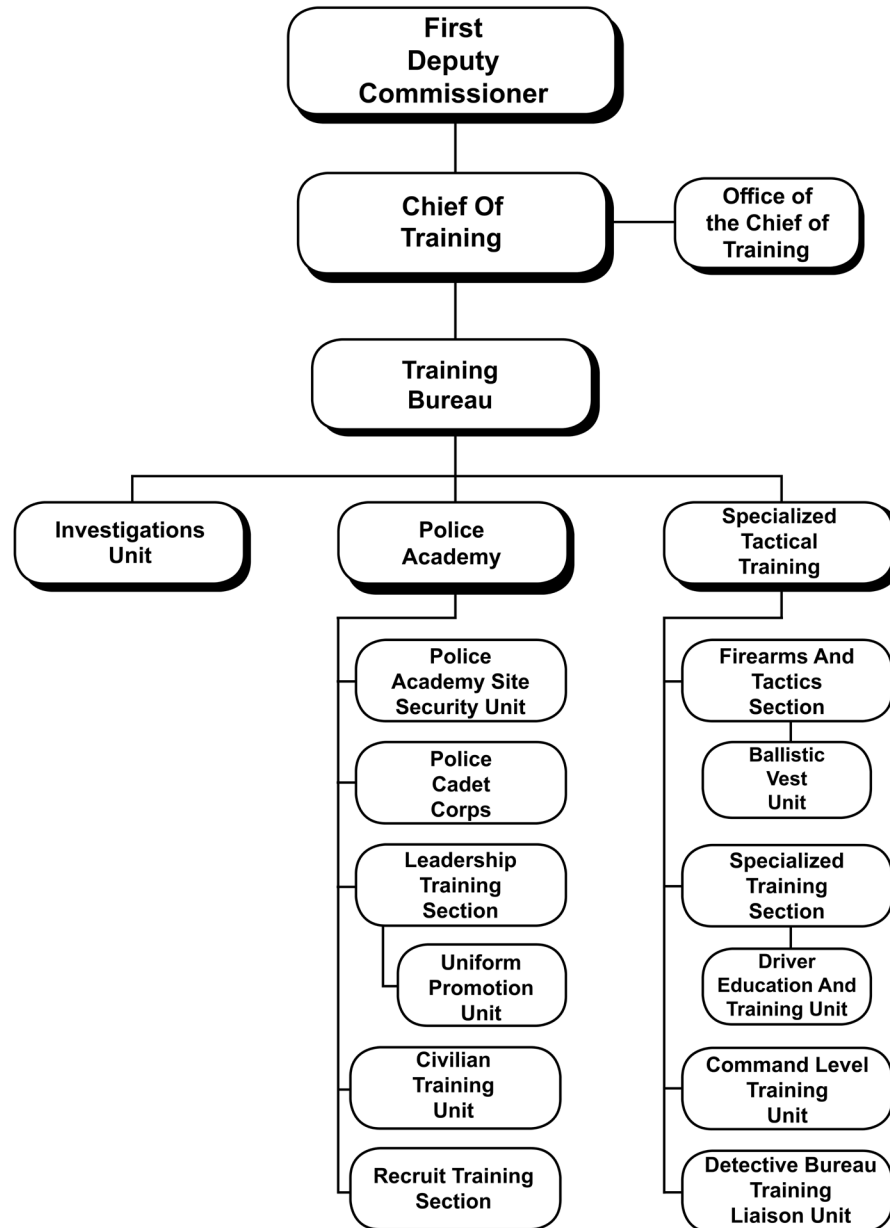
1.      Conduct and expedite disciplinary trials.
2.      Act as confidential secretary to the Deputy Commissioner, Trials.
3.      Perform broad range of administrative duties including preparing confidential correspondence and communications.
4.      Assist Department judges in writing trial decisions.
5.      Assist with motion practice and evidentiary rulings.
6.      Conduct research on law and Department precedent.
7.      Maintain the Department's database of case precedent.
8.      Update and prepare legal synopses of trial matters and negotiated settlements.



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## **CHIEF OF TRAINING**

**MISSION** 1. Provide all members of the service with the best training possible to ensure the protection of the lives, rights, property and dignity of all New Yorkers and visitors to our City. The Training Bureau is committed to the task of ensuring that all members of the Department benefit from training, maximizing their professional and personal development and well-being. Training is aimed at instilling and fostering a level of confidence and knowledge that allows members to meet the daily challenges associated with an ever changing and complex environment.

**FUNCTIONS**

1. Utilize certified instructors to provide training for all new police officers and civilian employees.
2. Continually conduct research to ensure that programs are contemporary and pertinent.
3. Design training to focus on continuing in-service education, to prepare those assuming supervisory, managerial or executive responsibilities, and for those being assigned to specialized duties.
4. Assist other Department units in developing and providing training and seek out educational opportunities for members of the service.
5. Act as the training advisor to the Police Commissioner and represent the Department on all training matters.
6. Administer all formal personnel training for the Department.
7. Oversee the accounting and auditing of records associated with preparation of payroll for the Training Bureau.
8. Coordinate, obtain and maintain all documents pertaining to accreditation functions.
9. Review training related suggestions received through the Finest Ideas Program, and refer potentially useful suggestions for further exploration and development.
10. Oversee the creation of graphics and visual arts for use within the Police Academy and other Training Bureau facilities.

## **OFFICE OF THE CHIEF OF TRAINING**

1. Assist in the direction, coordination and control of the Training Bureau.
2. Perform confidential administrative functions, short-term planning, organizing, management and personnel related tasks.
3. Serve as an advisor on fiscal matters to the Chief of Training and other Training Bureau executives.
4. Manage Training Bureau grants and capital funds and ensure all procurement guidelines are complied with for the purchase of equipment, merchandise, and services.
5. Oversee the distribution of all computer and computer-related equipment and software within the Training Bureau, coordination of all hardware and software procurements and provide technical assistance for members of the Training Bureau.
6. Oversee the maintenance of the Training Bureau facilities.



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### **TRAINING BUREAU**

1. Direct, coordinate and supervise training programs for all members of the service.
2. Assist in the development, implementation and continuous assessment of all training programs and initiatives.
3. Ensure Department training properly reflects current Department policy and procedure.
4. Evaluate the design, development, delivery and effectiveness of training programs given Department wide, both by the Training Bureau and by other units.
5. Direct activities at Police Academy facilities and other Department training sites.
6. Oversee scheduling at all Training Bureau facilities.
7. Oversee Investigations Unit, Police Academy and Specialized Tactical Training.
8. Oversee the accounting and auditing of records associated with payroll preparation for the Training Bureau.
9. Coordinate, obtain and maintain all documents pertaining to accreditation functions.
10. Oversee the creation of graphics and visual arts for use within the Police Academy and other Training Bureau facilities.
11. Maintain all training materials for present and former Department training programs and respond to written requests for training materials.

### **INVESTIGATIONS UNIT**

1. Comply with and perform the duties and responsibilities as outlined in Administrative Guide 303-11, "Commanding Officer, Investigations Units."

### **POLICE ACADEMY**

1. Analyze, design, direct and evaluate all recruit and executive training for uniformed and civilian members of the service.
2. Responsible for the overall management of entry-level training at the Police Academy to meet the established performance standards of the Department.
3. Analyze and evaluate current curricula for recruit training to determine effectiveness.
4. Coordinate and administer training to recently hired recruits to meet physical fitness requirements for graduation from the Police Academy.
5. Conduct recruit level training in self-defense, frisk and cuff, baton, water safety, first aid, CPR and felony car stops.
6. Provide guidance and counseling to recruits assigned to the Police Academy.
7. Maintain academy facilities.
8. Oversee daily administrative operations of recruits assigned to the Police Academy.
9. Oversee the day to day functions of the Police Academy Library, as well as the conference rooms located therein.
10. Coordinate and schedule computer training on various computer applications utilized throughout the Department.
11. Oversee the initial training as well as in-service training for School Safety Agents and Traffic Enforcement Agents.
12. Oversee, design and implement initial training as well as in-service training for civilian members of the Department.



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13. Assist in identifying training issues, development of training curricula, and evaluation of existing and proposed training programs.
14. Ensure the integrity and security of the various training and in-service examinations that are issued to both uniformed and civilian members of the Department.
15. Oversee the Police Academy Site and Security Unit, Police Cadet Corps, Leadership Training Section, Civilian Training Unit and Recruit Training Section.

#### **POLICE ACADEMY SITE AND SECURITY UNIT**

1. Provide security-management solutions to protect people, assets, and infrastructures.
2. Provide access control of persons and vehicles entering and exiting the Police Academy facility.
3. Provide security in the inner and outer perimeters.
4. Operate and manage the Police Academy facility's fire and safety system.
5. Operate and monitor video surveillance cameras.

#### **POLICE CADET CORPS**

1. Recruit, screen, develop and train fully competent, mature and professional police officer candidates who will perform the duties and responsibilities of a police officer with a high degree of efficiency, integrity and effectiveness.

#### **LEADERSHIP TRAINING SECTION**

1. Design and facilitate high quality promotional training for captains, lieutenants, sergeants, and civilian supervisors.
2. Provide practical, job relevant, promotional and in-service leadership training and management skills training to lieutenants, sergeants and civilian supervisors.
3. Research, present, and evaluate training sessions for supervisors, managers and other populations, as required.
4. Oversee the administration of the Commander's College Program.
5. Train and certify members of the service as instructors.
6. Serve as a Department training resource in respect to lesson planning, public speaking, communication and training aids.

##### **a. Uniforms Promotions Training Unit**

1. Prepare uniform members of the service for new assignments upon promotion.

#### **CIVILIAN TRAINING UNIT**

1. Provide training for newly hired civilian members of the service.
2. Provide in-service training for civilian members of the service.

#### **RECRUIT TRAINING SECTION**

1. Provide recruits instruction in order to prepare them for field assignments as probationary police officers.

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### **SPECIALIZED TACTICAL TRAINING**

1. Manages the in-service training portfolio and directly oversee all specialized tactical training sections and initiatives.
2. Oversee Firearms and Tactics Section, Specialized Training Section, Command Level Training Unit and the Detective Bureau Liaison Unit.

### **FIREARMS AND TACTICS SECTION**

1. Develop skills required for the safe and proficient use of firearms.
2. Instruct and re-qualify all uniformed members of the service with firearms.
3. Provide entry level training for newly hired officers.
4. Provide strategy and tactics training to minimize firearm use, and improve firearm safety.
5. Provide advanced firearms and tactics training to specialized units within the Department.
6. Maintain and service all firearms belonging to the Department, as well as all service firearms and authorized off-duty firearms of its members.
  - a. **Ballistic Vest Unit**
    1. Administer vests and monitor ongoing vest allocation for uniformed members of the service.

### **SPECIALIZED TRAINING SECTION**

1. Provide up to date, relevant training to in-service uniformed members of the Department.
2. Conduct and coordinate entry level and in-service training for civilian members of the service.
3. Provide reinstatement training for members who have been separated from the department for an extended period of time.
4. Provide hands-on training in self-defense and non-lethal tactics.
5. Train members of the service in the techniques needed to provide lifesaving intervention to those in need.
6. Oversee Driver Education and Training Unit.
  - a. **Driver Education and Training Unit**
    1. Train and qualify police officer recruits in the duties and responsibilities of radio motor patrol vehicle operation, inspection and maintenance.
    2. Train and qualify Department members in the operation of special category motor vehicles (i.e., scooter, motorcycle, van, barrier truck, etc.).
    3. Provide retraining to Department members, as required.

### **COMMAND LEVEL TRAINING UNIT**

1. Assist in the management of the in-service training portfolio.
2. Directly oversee all operational command training initiatives.
3. Oversee the Joint Tactical Centers.

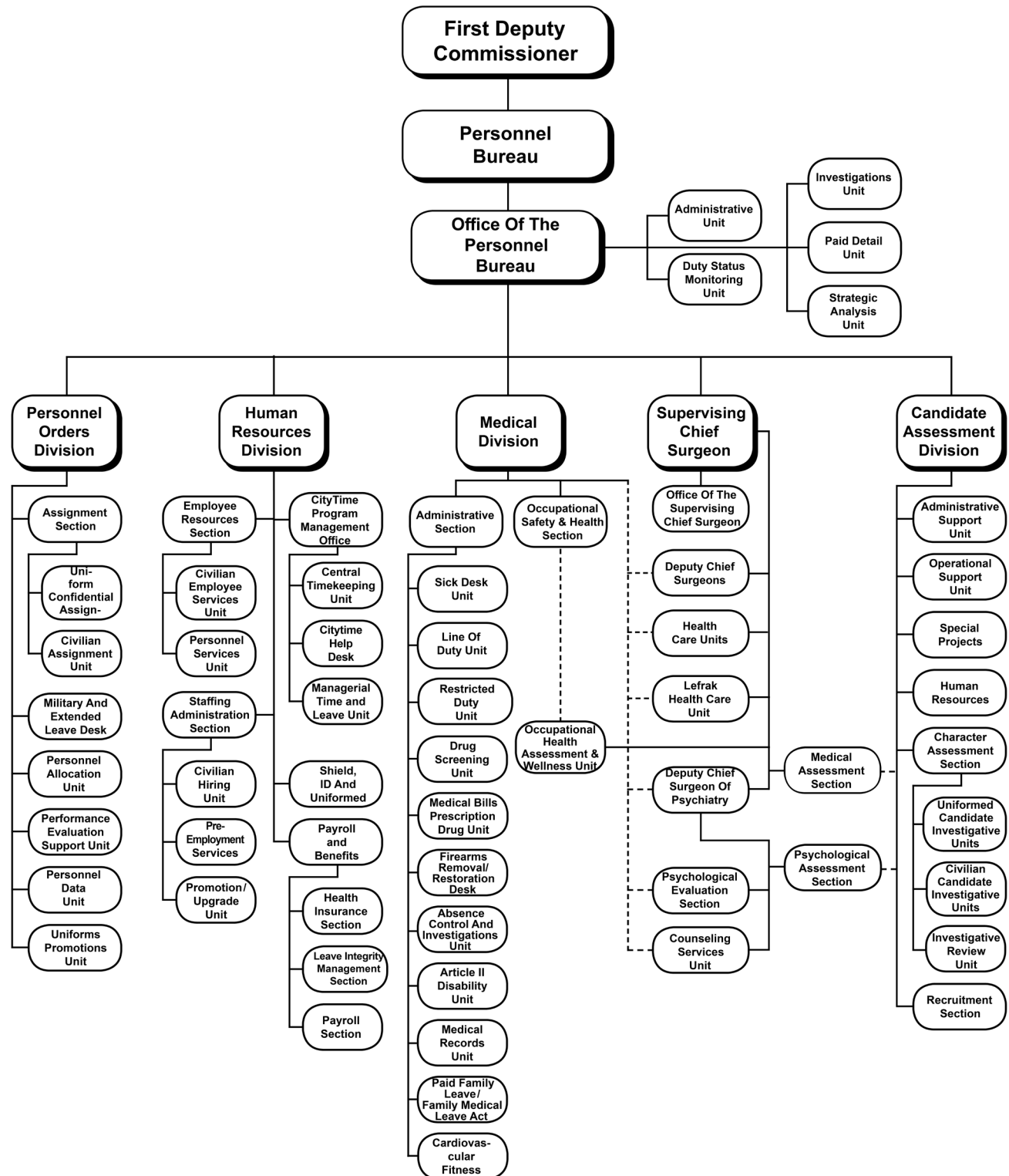
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**DETECTIVE BUREAU TRAINING LIAISON UNIT**

1. Create and implement in-service training for members in investigative assignments.
2. Prepare training memorandums specific to Detective Bureau duties and tasks.
3. Provide individualized training for members of the service in investigative assignments on an as needed basis.
4. Confer with the Detective Bureau daily in order to ensure all training received by its members is properly coordinated and efficiently scheduled in line with the needs of the Department.
5. Act as a member of the Department's Training Advisory Committee.

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## PERSONNEL BUREAU

- MISSION** 1. Manage the personnel and human resource functions of the Department in the areas of recruitment and selection, employee management, assessment, training and development, employee assistance, and payroll processing.
- FUNCTIONS**
1. Develop a comprehensive staffing plan.
  2. Plan and conduct civilian recruitment programs in accordance with staffing needs.
  3. Process applicants for various jobs within the Department.
  4. Administer programs dealing with employee health, safety, and general welfare.
  5. Recruit and process police officer candidates and mentor and retain eligible candidates on police officer lists.
  6. Identify high-potential managers.
  7. Maintain liaison with the New York City Department of Citywide Administrative Services.
  8. Maintain liaison with the Department's Office of the Deputy Commissioner, Equity and Inclusion and comply with related opportunity guidelines.
  9. Develop programs designed to improve employee motivation, satisfaction, efficiency, and productivity.
  10. Maintain personnel records.
  11. Publish personnel assignments, transfers, and other personnel transactions for the information of members of the service.
  12. Process requests for all extended leaves of absence (thirty days or more) and maintain records of military leave for all civilian and uniformed members of the service.
  13. Issue Special Leave Certificates and maintain related records.
  14. Maintain Inspections Unit to conduct confidential investigations as directed by the Chief of Personnel.
  15. Liaise with Bureau Personnel Officers.
  16. Control the administration of Department payrolls.

## OFFICE OF THE PERSONNEL BUREAU

1. Responsible for the formulation and execution of all long term Personnel Bureau policies and strategies.
2. Responsible for the research and implementation of all new Personnel Bureau initiatives.
3. Review all correspondence, directives, referrals, investigative reports and mail received by the Personnel Bureau.
4. Prepare endorsements, memos and correspondence for the Chief of Personnel.
5. Maintain, update and supervise all files and logs maintained within bureau office.
6. Manage staff and administer functions for the Chief of Personnel.
7. Manage projects involving Personnel Bureau sub-units to ensure efficient use of resources and staff as directed by the Chief of Personnel.
8. Oversee the Administrative Unit, Duty Status Monitoring Unit, Investigations Unit, Paid Detail Unit and Strategic Analysis Unit.



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## **ADMINISTRATIVE UNIT**

1. Monitor and process, via CityTime, all overtime requests, uniform tour changes, vacation leaves, chart days, comp time usage and sick time, on a weekly basis for all Personnel Bureau units within One Police Plaza.
2. Coordinate the Department Language Program, Retiree Volunteer Program, Department Blood Donation Program, Armed Forces memorial plaques, Headquarters Mobilization Plan, and Commander's Days Program.
3. Manage the Department's yearly submissions to the National and New York State Memorial Walls.
4. Assist the Legal Bureau regarding the candidate appeals process.
5. Analyze personnel trends and developments to determine positions requirements, staffing needs, and position clarification utilizing analytical metrics and methodology.
6. Administer and monitor the overall Personnel Bureau budget.
7. Liaise with sub-unit commands regarding budget issues.
8. Prepare and monitor the progress of budget modifications and requests for supplement funds for submission to the Deputy Commissioner, Management and Budget.

## **DUTY STATUS MONITORING UNIT**

1. Coordinate and track uniformed members of the service who are modified or suspended.
2. Coordinate reinstatement training with the Advanced Training Unit for members who have been modified for more than two years and ensure attendance.
3. Identify and track the status of any Final Orders of Protection issued to uniformed members that contain a firearm removal and ensure that the member seeks to have the order modified or they can be subject to termination.
4. Maintain the Dual Identification Card Program for uniformed members of the service who are served with an Order of Protection prohibiting the possession of firearms while off duty.
5. Ensure members of the service complete the required domestic or alcohol-related counseling.

## **INVESTIGATIONS UNIT**

1. Comply with and perform the duties and responsibilities as outlined in Patrol Guide 202-10a, "Commanding Officer, Investigations Units."
2. Coordinate the Integrity Program for the Personnel Bureau.
3. Act as the central repository for all Internal Affairs Bureau/Chief of Department internal investigations concerning members assigned to commands under the purview of the Personnel Bureau.
4. Investigate allegations against former members of the service and members on conditional resignation.
5. Investigate allegations of residence violations committed by civilian members, regardless of their assignment, and probationary police officers assigned to the Recruit Training Section.



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6. Oversee the Ordered Breath Testing Program, Firearms Monitoring Program and residence violations.
7. Liaise with other New York City agencies regarding members of the service who previously resigned from the Department to work for another City agency and are requesting to return to the Department.

## **PAID DETAIL UNIT**

1. Coordinate the assignments of members of the service to Paid Detail.
2. Process requests for Paid Details from private business/vendors.
3. Process uniformed members for participation in Paid Details.
4. Receive payment from private businesses for verification of hours worked and ensure distribution to members of the service.

## **STRATEGIC ANALYSIS UNIT**

1. Perform in-depth analysis on statistical reports.
2. Monitor the development of new personnel-related computer applications.
3. Create additional data reports for various internal and external entities for the Department.

## **PERSONNEL ORDERS DIVISION**

1. Responsible for processing all transfers and assignments for uniform and civilian personnel, and the recording of these transactions in Personnel Orders.
2. Administer the Supervisory Assignment Board.
3. Establish assignments for uniformed members on restricted duty and modified assignment.
4. Update the personnel file of all transactions as they appear in Personnel Orders.
5. Publish and update the quarterly Personnel Allocation Report and the Department Roster.
6. Transfer members granted authorized leaves of absence (e.g., military, education, child care, etc.) to the Military and Extended Leave Desk.
7. Manage the Central Personnel Index (CPI) computer database and oversee the input, distribution and processing of all CPI requests.
8. Review, authorize, and grant access to the 'Employee Inquiry Report' of the Centralized Personnel Resource (CPR) System, Leave of Absence Database, Personnel Menu (PEMU) screen, Central Personnel Index (CPI) and the Employee Photo Manager System.
9. Oversee the Assignment Section, Military and Extended Leave Desk, Personnel Allocation Unit, Performance Evaluation Support Unit, Personnel Data Unit, and the Uniform Promotions Unit.

## **ASSIGNMENT SECTION**

1. Responsible to oversee the Civilian Assignment Unit and the Uniform/Confidential Assignment Unit.
  - a. **Civilian Assignment Unit**
    - (1) Review and process all civilian assignments and transfers.
    - (2) Process returns from a conditional resignation.



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- (3) Prepare Personnel Orders for all civilian personnel transactions, civilian retirements, and verified deaths of active civilian members.
- (4) Liaise with all Personnel Administrative Managers.
- b. **Uniform/Confidential Assignment Unit**
  - (1) Review and screen all uniformed transfer requests.
  - (2) Ensure all transfer requests are entered into the transfer tracking system.
  - (3) Liaise with all Personnel Officers.
  - (4) Prepare Personnel Orders for all uniformed personnel transactions, uniformed retirements, Department recognition, and verified deaths of active and retired uniformed members.
  - (5) Liaise with the Intelligence Bureau, Detective Bureau, and Internal Affairs Bureau regarding confidential assignments.
  - (6) Maintain the confidential assignment database and process authorizing documents regarding confidential assignments.
  - (7) Process all uniformed members placed on or removed from modified duty, suspension or suspended with pay status.
  - (8) Process all civilian members placed on or removed from suspension or suspended with pay status.

## **MILITARY AND EXTENDED LEAVE DESK**

1. Coordinate the Military Program.
2. Approve, process, and monitor all leaves of absence in excess of twenty-nine days: Military, Childcare, Hardship, Union excusal, Education, Family Medical Leave Act, Civilian sick, Other City Agency, and Civilian Worker's Compensation.
3. Ensure that Department regulations/Department Manual comply with New York State Military Law and Federal Law pursuant to the Uniformed Services Employment and Reemployment Rights Act.
4. Department liaison for the Armed Forces, Federal and State officials, Mayor's Office of Veterans' Affairs, and the Department of Citywide Administrative Services.

## **PERSONNEL ALLOCATION UNIT**

1. Administer the Personnel Online System for Transfers (P.O.S.T.).
2. Process all applications for transfer received through the P.O.S.T. system for uniformed members and the E-Hire system for civilian personnel.
3. Screen career path transfer applications for uniformed members seeking assignment to specialized units.
4. Ensure Integrity Review Board findings relevant to the Personnel Orders Division are implemented (i.e., promotional assignment, interview for specialized unit and/or transfer to a patrol command of choice).
5. Establish command allocations and assignments for newly promoted sergeants, lieutenants, senior police administrative aides and principal administrative associates.



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6. Assign newly appointed probationary police officers to field training and permanent commands in accordance with the recruit allocation plan.
7. Establish command allocations and assignments for newly appointed police administrative aides.

## **PERFORMANCE EVALUATION SUPPORT UNIT**

1. Ensure all members of the service are evaluated to ensure individual performance is accurately documented.
2. Administer the Performance Evaluation System (PERF), Online Evaluation System (OLES), and the Cop's Rapid Assessment Feedback Tool (CRAFT).
3. Provide support and training to assist supervisory personnel to assess their subordinates.
4. Liaise with all operations coordinators, bureau/borough personnel officers and personnel administrative managers to ensure evaluations are completed.
5. Liaise with the Risk Management Bureau.
6. Monitor the integrity, validity and accuracy of each CRAFT entry prepared and submitted by uniformed members.

## **PERSONNEL DATA UNIT**

1. Update all personnel databases.
2. Publish and upload Personnel Orders to the Department Intranet.
3. Create/update all command and locator codes.
4. Serve as the administrator for all Personnel Orders Division databases and the following systems: Personnel Profile Report, Personnel Undercover, Leave of Absence, UMOs Information, Ancestry, Personnel Mainframe (i.e., PEMU), Personnel Management, and Employee Photo Manager.

## **UNIFORM PROMOTIONS UNIT**

1. Maintain established promotional exam lists for all uniformed personnel provided by the Department of Citywide Administrative Services through the Human Resources Division.
2. Facilitate the screening process and submit uniformed candidates deemed eligible for promotion in accordance with established promotional exam lists after identifying position vacancies by rank.
3. Administer the Department's mentoring program.
4. Field all inquiries regarding list numbers for seniority lists.
5. Track accrual of investigative time for police officers and verify promotion eligibility upon completion of 18 months in an investigative track assignment.

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## **HUMAN RESOURCES DIVISION**

1. Oversee Employee Resources Section, CityTime Program Management Office, Shield, ID and Uniformed Services Unit, and Staffing Administration Section.
2. Serve as Human Resources advisor to senior staff.
3. Assist in development of human resources policies and procedures.
4. Oversee all correspondence/communications received by the Human Resources Division.
5. Administer the Civilian Advancement Program.
6. Manage human resources special projects.
7. Oversee the Personnel Administrative Manager program.
8. Serve as principal liaison to Department of Citywide Administrative Services on uniformed civil service examinations and other personnel issues.

## **EMPLOYEE RESOURCES SECTION**

1. Oversee the Civilian Employee Services Unit and Personnel Services Unit.
  - a. **Civilian Employee Services Unit**
    - (1) Process civilian retirements.
    - (2) Process all grant requests for civilian sick leave and line-of-duty injuries.
    - (3) Administer the Department's Workers' Compensation Program for civilian employees.
    - (4) Process the Article 71 and 73 requests.
    - (5) Process civilian World Trade Center Notice of Participation pension forms.
    - (6) Process and coordinate with the Medical Division to evaluate civilian fitness for duty (Article 72).
    - (7) Oversee designation of beneficiary information for members of the service.
    - (8) Process death benefits for members of the service.
    - (9) Coordinate Reasonable Accommodation requests for civilian members of the service.
  - b. **Personnel Services Unit**
    - (1) Coordinate and oversee the Department's annual incentive award, retirement and medal day ceremonies.
    - (2) Responsible for the Department's Medal Recognition submission program, and the preparation of cases for the Honor and Medal Board Committee.
    - (3) Oversee and process off duty employment applications and employment background abstract requests.
    - (4) Process verification requests for employment, mortgage applications, housing, disability claims, unemployment insurance and subpoenas for active and inactive members of the service.
    - (5) Maintain the security and inventory of Department personnel folders for active and inactive members of the service.



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- (6) Responsible for the duplication of employment records/documents for the Legal Bureau, Civil Litigation Unit, NYC Law Department and private law firms.
- (7) Manage and maintain personnel records for undercover members of the services.

## **CITYTIME PROGRAM MANAGEMENT OFFICE**

1. Deploy CityTime to Department members, including requirements gathering, training and implementation of ongoing support.
2. Oversee the Central Timekeeping Unit, CityTime Help Desk and Managerial Time and Leave Unit.

### **a. Central Timekeeping Unit**

- (1) Update employee work schedules in CityTime and implement changes to the CityTime approval tree.
- (2) Review and troubleshoot all time and leave issues submitted by employees.
- (3) Prepare reports using CityTime as requested to monitor workload and assist managers and supervisors across the agency.
- (4) Attend meetings and provide updates on imminent issues during and after contract negotiated settlements.
- (5) Ensure all functions of the unit are in full compliance with all applicable laws, rules, directives, policies, protocols and standards as defined by union contracts.
- (6) Monitor the clean-up of timekeeping data to alleviate over/under payments.
- (7) Serve as the agency's liason for all timekeeping concerns and inquiries by providing written responses to employee e-mails and verbal requests.
- (8) Serve as agency liaisons with other City agencies (e.g., Office of Payroll Administration [OPA], Financial Information Service Agency [FISA], Office of Labor Relations (NYC-OLR), Department of Information Technology and Telecommunications [DOITT], etc.).

### **b. CityTime Help Desk**

- (1) Provide a help desk to answer any and all CityTime questions.

### **c. Managerial Time and Leave Unit**

- (1) Review managerial timesheets to reconcile leave deductions with the Payroll Management System.
- (2) Vest time for newly promoted managers.
- (3) Ensure Request to Carryover Annual Leave letters are completed.
- (4) Prepare managerial summary sheets for managerial employees who are separating.
- (5) Review and track requests for authorized managerial leave days.
- (6) Prepare managerial lump sum payments for separating managers



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## **PAYROLL AND BENEFITS DIVISION**

1. Responsible for payroll and employee benefits.
2. Oversee the Health Insurance Section, Leave Integrity Management Section and Payroll Section.
  - a. **Health Insurance Section**
    - (1) Administer the Health Insurance Program for all Department employees.
    - (2) Process all qualifying events such as add/drop dependents and change health insurance plans during the transfer period.
    - (3) Attend and speak at all new hire orientation sessions.
    - (4) Assist retiring members of service.
  - b. **Leave Integrity Management Section**
    - (1) Monitor the accuracy of timekeeping functions of the Payroll Management Systems.
    - (2) Conduct audits and reviews of employee time records as directed.
    - (3) Process deceased audits and Leave Penalties (uniformed and civilian) as directed by the Department Advocate (DADS).
    - (4) Audit time balances of retired/resigned members of the service to ensure that respective accounts are reconciled.
    - (5) Conduct time audits as requested.
    - (6) Report preparation to track the number of days' members lost due to suspensions and charges and specifications used for Commander Days allocations.
  - c. **Payroll Section**
    - (1) Administer the Payroll Management System, Citytime, NYCAPS and MIS and ensure that payroll processing deadlines are met.
    - (2) Research, audit and analyze the Pending Pay Details report for various clerical, Traffic Enforcement, Police Communication Technicians, School Crossing Guard Titles, Police Cadets and all Uniformed Members titles.
    - (3) Process pay-out monthly annuity, welfare and civil legal payments for civilian and uniformed member unions.
    - (4) Prepare one-time payments for contractual increases as well as retro payments.
    - (5) Prepare and distribute the paycheck, stubs and W2 tax documents for all members of the service.
    - (6) Research, analyze, calculate and process all civilian recurring gross base salary, longevity and additional pay increases as well as adjustments due to promotion, demotion or title change.
    - (7) Process military repayments under the Extended Military Benefits Programs for both active and separate members of the service.
    - (8) Oversee the placement of members of the service on permanent or temporary leave, as well as restoring them back to duty from temporary leave.



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- (9) Oversee the payout of separating members of service's final check before retiring, resigning, termination, dismissal, conditional resignation and deceased members.
- (10) Preparation of managerial lump sum payments and terminal leave payments for uniformed members of service.
- (11) Present information on payroll and benefits at all new hire orientation sessions.
- (12) Oversee special projects (i.e., Taxable Fringe, Leave Donation Projects for Police Officers, Sergeants and Lieutenants, etc.).

## **SHIELD, ID AND UNIFORMED SERVICES UNIT**

1. Oversee the issuance of all Department identification cards and shields.
2. Ensure that all retirees are cleared.
3. Oversee the distribution and replacement of MTA, LIRR, Metro North and Metro Cards.

## **STAFFING ADMINISTRATION SECTION**

1. Oversee the Civilian Hiring Unit, Pre-Employment Services Unit and Promotion/Upgrade Unit.
2. Oversee all of the human resources paperwork needed to recruit, hire and promote civilian personnel.
3. Administer all civilian and uniformed reinstatements.
4. Maintain civilian title classification system and conduct out-of-title grievance audits.
5. Work with Payroll staff to process all civilian employees in NYCAPS through the Payroll Management System.

### **a. Pre-Employment Services**

- (1) Recruit for discretionary civilian titles and titles eligible for interagency transfer of permanent employees.
- (2) Promote upcoming civil service exams to targeted groups and notify provisional employees of upcoming civil service exams.
- (3) Utilize social media and internet based employment sites as a primary source of recruiting.
- (4) Prepare any necessary job advertisements for critical vacancies.
- (5) Attend recruitment events and market the agency to targeted audiences.
- (6) Assist units requesting advertisement in creating content.
- (7) Assist applicants with Job Postings.
- (8) Review and vet applicants for E-Hire Postings and forward resumes to commands.
- (9) Attend interviews with commands and serve as facilitators and human resources advisors in the interview process.
- (10) Review Civilian Non-Managerial Position Allocation Forms submitted by commands and classify requested positions to the appropriate civilian titles.
- (11) Submit requests for Civilian Allocation Model changes when required.
- (12) Prepare managerial position descriptions for new or recently vacated managerial positions.

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- (13) Prepare all Job Openings and Job Offers submitted through the New York City Automated Personnel System (NYCAPS) system to Office of Management and Budget (OMB) for budget approval for all civilian hires.
- (14) Prepare responses to questions from Office of Management and Budget regarding pending actions hiring requests.
- (15) Maintain minimum and maximum salary chart for all civilian and uniformed titles Citywide, noting union and local representation, collective bargaining increases, and assignment and longevity differentials.
- (16) Administer and oversee the annual Summer College Internship Program.
- (17) Review and evaluate job qualifications and resumes for selected candidates.
- (18) Administer the Partners in Education Internship Program and the College Aide Program.
- (19) Conduct detailed civilianization surveys, as necessary.
- (20) Track progress in meeting civilianization targets, as necessary.

b.

## **Civilian Hiring Unit**

- (1) Administer the classification of civilian titles for members of the service.
- (2) Prepare Job Openings and Job Offers in the New York City Automated Personnel System for all civilian hires and uniformed reinstatements.
- (3) Process Police Surgeons and newly hired civilian employees in the New York City Automated Personnel System.
- (4) Schedule and conduct Civil Service Hiring Pools for all civil service titles except those mass titles that are hired by the Candidate Assessment Division.
- (5) Monitor employee work authorizations to ensure that employees are authorized to work in the United States.
- (6) Act as agency liaison to Department of Citywide Administrative Services and other City agencies regarding active civilian civil service examinations and other uniformed and civilian personnel issues.
- (7) Administer and coordinate the selection, processing and appointment of civilian members of the service.
- (8) Administer on-boarding paperwork and schedule hire dates for uniformed members that are approved for reinstatement.
- (9) On-board, prepare and process all forms and records required to hire all civilian members of the service and conduct New Hire Orientation.
- (10) Monitor civilian residency requirement for new hires.
- (11) Conduct background investigations on civilian titles not processed by the Candidate Assessment Division.
- (12) Liaise with the Candidate Assessment Division.
- (13) Conduct background investigations for uniformed and civilian reinstatements.



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c. **Promotion/Upgrade Unit**

- (1) Administer and coordinate the promotion, upgrade, and changes of title for all civilian and uniformed titles.
- (2) Ensure the timely receipt of all documentation, performance evaluations and recommendations for all actions.
- (3) Review and analyze documents to verify suitability for promotions, upgrades, and title changes.
- (4) Liaise with the Ceremonial Unit to coordinate Promotion Day activities.
- (5) Prepare Managerial Position Descriptions for upgrades and promotions, and create new managerial positions.
- (6) Review Non-Managerial Position Allocation Requests to ensure position is classified to the proper civil service title.
- (7) Liaise with Department of Citywide Administrative Services regarding all job analyses to be conducted for civilian civil service titles in preparation of upcoming examination.
- (8) Conduct desk audits as a result of out-of-title grievances.
- (9) Prepare and maintain the Department's Managerial Roster.
- (10) Prepare Planned Action Reports (PAR) required for all internal civilian and uniformed personnel actions.
- (11) Request all Civilian Allocation Model changes.
- (12) Review and prepare all internal e-hire civilian job postings.
- (13) Interview and re-evaluate the qualification of reasonable accommodation title change referrals.
- (14) Responsible for processing civilian separations, civilian and uniformed reinstatements, medical reinstatements, inter-agency transfers, promotions, upgrades, title changes, and 55A program applications.
- (15) Responsible for the intake of civilian resignations, and granting conditional leaves to eligible employees.
- (16) Calculate lump sum payments for civilian and uniformed non-managers.
- (17) Prepare paperwork for internal salary changes and promotions.
- (18) Aid civilian members of the service in enhancing their careers.

## **MEDICAL DIVISION**

1. Provide general medical services and assessments for uniformed members of the service.
2. Provide counseling services in matters of health and welfare.
3. Review applications and interview applicants, when appropriate, for work-related injury designations, special tours and transfers.
4. Make final determination as to approval/disapproval of work-related injury designations.
5. Prescribe medical district boundaries.
6. Maintain appropriate records.
7. Oversee Administrative Section and Occupational Safety and Health Section.

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## **ADMINISTRATIVE SECTION**

1. Oversee the Mobile Health Vehicle that visits commands throughout the five boroughs to provide health screenings free of charge to members of the service.
2. Oversee Sick Desk Unit, Line-of-Duty Unit, Restricted Duty Unit, Drug Screening Unit, Medical Bills/Prescription Drug Unit, Firearms Removal/Restoration Desk, Absence Control and Investigations Unit, Article II Disability Unit, Medical Records Unit, Paid Family Leave/Family Medical Leave Act Unit and Cardiovascular Fitness Unit.

a. **Sick Desk Unit**

- (1) Receive and categorize all sick reports and Line-of-Duty injury reports from members of the service.
- (2) Serve as the Medical Division's "Wheel" notifying appropriate staff members of emerging incidents, and dispatching on-call Police Surgeons, Psychologists, and Counselors as necessary.
- (3) Monitor the Department's Help-Line and provide assistance as necessary.

b. **Line-of-Duty Unit**

- (1) Process, categorize, and track all Line-of-Duty injury reports.

c. **Restricted Duty Unit**

- (1) Responsible for updating the duty status of uniformed members of the service (e.g., full, limited, restricted duty).

d. **Drug Screening Unit**

- (1) Administer the Drug Screening Program.
- (2) Conduct end of probation drug testing for all police officers.
- (3) Confer with Department's medical review officer.

e. **Medical Bills/Prescription Drug Unit**

- (1) Process all work-related medical bills.
- (2) Authorize payment to medical providers for the treatment of work-related injuries/illnesses.
- (3) Oversee the Prescription Drug Program for work related injuries/illnesses.

f. **Firearms Removal/Restoration Desk**

- (1) Record, track and update all firearm removals and restorations.
- (2) Ensure all firearm restrictions are cleared before firearms are returned.

g. **Absence Control and Investigations Unit**

- (1) Conduct internal investigations regarding potential sick leave abuse and/or questionable work-related injury reports.
- (2) Monitor members of the service reporting sick that are currently designated Chronic Sick Category "B" and/or are on performance monitoring.

h. **Article II Disability Unit**

- (1) Coordinate the preparation of medical and psychological case folders for presentation to the Article II Medical Board physicians to evaluate disability retirement applications.



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- i. **Medical Records Unit**
  - (1) Maintain and update medical records of all uniformed members of the service.
- j. **Paid Family Leave/Family Medical Leave Act Unit**
  - (1) Monitor, audit and approve or disapprove, civilian and uniformed members of the Department who are requesting Family and Medical Leave Act (FMLA) and Paid Parental Leave.
  - (2) Monitor and collect applications for selected civilian members of the Department who are requesting Paid Family Leave.
- k. **Cardiovascular Fitness Unit**
  - (1) Coordinate with the Medical Division to conduct various health and fitness initiatives.
  - (2) Provide certified fitness instructors to aid members of the Department.
  - (3) Supervise and manage authorized Department fitness centers within Department facilities.

## **OCCUPATIONAL SAFETY AND HEALTH SECTION**

- 1. Supervise personnel assigned to the Personnel Safety Desk.
- 2. Manage all Department Occupational Safety and Health Administration Programs and initiatives.
- 3. Ensure compliance with all Federal, State, and City occupational safety and health regulations.
- 4. Identify, evaluate, and recommend measures to control workplace hazards through field inspections and research.
- 5. Oversee the Personnel Safety Desk to process and maintain database for all Department vehicle collisions.

## **SUPERVISING CHIEF SURGEON**

- 1. Serve as the Agency Chief Medical Officer.
- 2. Advise the Police Commissioner, First Deputy Commissioner, Chief of Personnel, and the Commanding Officer of the Medical Division on all medical and health-related issues.
- 3. Responsible for the medical supervision of all Department Surgeons and licensed healthcare professionals in the Department.
  - a. **Office of Supervising Chief Surgeon**
    - (1) Administrative support staff for the Supervising Chief Surgeon.
    - (2) Process applicants for the position of Honorary Police Surgeon.
    - (3) Liaise with Honorary Police Surgeons, maintain information regarding an Honorary Police Surgeon's "area of expertise" and location of practice.



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## **DEPUTY CHIEF SURGEONS**

1. Advise the Commanding Officer of the Medical Division on medical issues and policy.
2. Supervise and advise the District Surgeon on medical issues and policy.
3. Assume the duties of the Supervising Chief Surgeon when designated.
4. Respond to sick or injured members of the service who are hospitalized.

## **HEALTH CARE UNITS**

1. Responsible for monitoring and evaluating uniformed members of the service while on sick report and/or limited/restricted duty status, consisting of four units:
  - a. The Bronx Health Care Unit,
  - b. Dr. Robert E. Thomas Health Care Unit,
  - c. Staten Island Health Care Unit, and
  - d. Long Island City Health Care Unit.

## **LEFRAK HEALTH CARE UNIT**

1. Oversee specialized Health Care districts, the Special Medical District/Confidential Medical District, Pregnancy Medical District, Orthopedic Medical District, and the Cardiac Medical District.
  - a. **Special Medical District/Confidential Medical District**
    - (1) Monitor uniformed members of the service designated Chronic Sick Category "B."
    - (2) Monitor uniformed members of the service who are severely injured, seriously ill or suffering from a life threatening illness.
    - (3) Monitor all uniformed members of the service assigned to the Police Academy Recruit Training Section, to ensure officers are returned to duty expeditiously.
    - (4) Conduct civilian fitness for duty exams.
  - b. **Pregnancy Medical District**
    - (1) Evaluate uniformed members of the service with OB/GYN and pregnancy related matters.
  - c. **Orthopedic Medical District**
    - (1) Evaluate members of the service with orthopedic conditions to determine appropriate duty status, testing and treatment.
    - (2) Advise the Supervising Chief Surgeon regarding orthopedic-related matters relative to Article II Disability cases.
  - d. **Cardiac Medical District**
    - (1) Evaluate members of the service with cardiovascular conditions to determine appropriate duty status, testing and treatment.
    - (2) Advise the Supervising Chief Surgeon regarding cardiology-related matters relative to Article II Disability cases.
    - (3) Interpret EKGs of members of the service and candidates seeking employment with the Department.



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## **OCCUPATIONAL HEALTH ASSESSMENT AND WELLNESS UNIT**

1. Provide medical, educational, and nutritional counseling to members of the service.
2. Perform tuberculosis screening, lead testing, and administer vaccinations.
3. Perform annual physicals on uniformed members of the service assigned to specialized units.
4. Process exposure reports for members of the service and provide follow-up guidance and counseling.
5. Provide medical screening for members of the service seeking membership to the Department's Cardiovascular Fitness Program.

## **MEDICAL ASSESSMENT SECTION**

1. Conduct pre-employment medical screenings of police officer and civilian candidates.
2. Conduct pre-employment medical screenings for other agencies based upon Memorandum of Understanding.
3. Provide testimony and support to the Legal Bureau on Civil Service Commission appeal cases.

## **DEPUTY CHIEF SURGEON OF PSYCHIATRY**

1. Provide guidance and medical clarification on all psychological and counseling matters.
2. Review assessments and clinical recommendations performed by the Medical Division personnel assigned to the Psychological Assessment Section, Psychological Evaluation Section, and the Counseling Services Unit.
3. Evaluate treatment regimen for members referred to the Department's Counseling Services Unit and Psychological Evaluation Section, and make determinations regarding their return to full duty.
  - a. **Psychological Assessment Section**
    - (1) Conduct pre-employment psychological screenings of police officer and civilian candidates of the New York City Police Department.
    - (2) Conduct pre-employment psychological screenings for other agencies based upon Memorandum of Understanding.
    - (3) Provide testimony and support to the Legal Bureau on Civil Service Commission appeal cases.
  - b. **Psychological Evaluation Section**
    - (1) Conduct psychological evaluations and make fitness for duty determinations for incumbent uniformed and civilian members of the service.
    - (2) Conduct trauma debriefings.
    - (3) Conduct Detective Bureau pre-transfer evaluations for undercover assignments.
    - (4) Conduct return from Military and Extended Leave Desk screenings.
    - (5) Conduct Intelligence Bureau screenings.



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c. **Counseling Services Unit**

- (1) Conduct assessments, establish treatment plans, and intensive peer counseling for uniformed and civilian members of the service relating to alcohol, prescription drug abuse, and gambling addiction.
- (2) Administer the Domestic Incident Education Program.
- (3) Identify members who are involved in a domestic incident and administer the domestic incident training.

## **CANDIDATE ASSESSMENT DIVISION**

1. Collaborate with the Department of Citywide Administrative Services.
2. Assist other agencies in assessment of their uniformed employees based upon a Memorandum of Understanding.
3. Develop an inclusive candidate mentoring program.
4. Develop a training curriculum for all Candidate Assessment Division staff.
5. Design and execute campaign to diversify the Department's workforce.
6. Administer and coordinate the selection, processing, and appointment to the Department.
7. Review all civil service lists and schedule interviews with eligible candidates.
8. Collaborate with community leaders and organizations to discuss recruitment efforts.
9. Oversee the Administrative Support Unit, Operational Support Unit, and Character Assessment Section.

## **ADMINISTRATIVE SUPPORT UNIT**

1. Oversee the roll call personnel and administrative functions.
2. Conduct a two-week investigator's training course for newly assigned personnel to Candidate Assessment Division.
3. Conduct in-service training and keep personnel apprised of new policies.
4. Maintain and update the Division's Investigator Guide.
5. Monitor the entire investigative process for all candidates.
6. Provide oversight of inventory for transfer of cases within the Division which includes reinstatements and restoration cases.
7. Liaise with Department of Citywide Administrative Services, Police Cadet Corps, Human Resources Division, Medical and Psychological Section, Physical Assessment Unit, and other agencies.

## **OPERATIONAL SUPPORT UNIT**

1. Initiate the processing of both uniformed and civilian candidates being considered for employment with the Department, candidates being considered for appointment to other agencies based upon Memorandum of Understanding, and any other agency approved by the Chief of Personnel, including initial computer inquiries, medical screening, social media screening and other pertinent inquiries required to begin the investigative process.
2. Manage all candidate inquiries regarding the overall process and technical inquiries regarding requirements for the APD-5 and 5A online.
3. Process all candidate requests to re-open investigations, verify all educational requirements, as well as confirm and calculate military time.



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4. Notify candidates for various assessment phases, e.g., Job Standards Test, medical, and psychological examinations.
5. Assist candidates that do not meet the education requirements through counseling and seminars.
6. Initiate the processing of prospective candidates for civil service titles.
7. Provide career counseling to candidates for Department positions.
8. Oversee candidate service call center.
9. Coordinate the selection, processing, and appointment of all civilian members of the service in the following titles: School Safety Agent, Traffic Enforcement Agent, Police Communications Technician, Police Administrative Aide, and School Crossing Guard.
10. Review civil service lists, and schedule eligible candidates for hiring process, and all forms, records and reports related to civilian hires.
11. Liaise with Department of Citywide Administrative Services throughout the civilian pre-hire processes.
12. Administer the Job Standards Test (JST) for Police Officer, Cadet and School Safety Agent candidates and other agencies based upon Memorandum of Understanding.
13. Provide tutoring and assistance, such as training techniques, for candidates who fail the initial test.
14. Administer the fitness assessment test for points on promotional exams and fit test for current uniformed members of the service for Career Program points.
15. Conduct residency checks for police officer candidates and other candidates that require further investigation.
16. Ensure candidates meet the residency requirements as listed on the DCAS Notice of Examination.
17. Conduct residency checks on candidates when requested by an investigator or supervisor, and when that candidate resides within a 100-mile radius of NYC.
18. Conduct background social media checks to enhance the character component of candidates.
19. Search posted social media sites for unlawful and derogatory activity.

## **SPECIAL PROJECTS**

1. Create workflow efficiencies within the Candidate Assessment Division.
2. Explore policy, technological bottlenecks and inefficiencies throughout the Division by collaborating with subject matter experts and conducting policy research.
3. Seek technological enhancements, study the overall structure of the Candidate Assessment Division and all of its current workflow processes to make optimum use of all resources within the Personnel Bureau.
4. Ensure IT Support personnel provide technical support, troubleshoot system issues and liaise with the Information Technology Bureau on technological matters.
5. Provide 24 hours a day, 7 days a week security for the Candidate Assessment Center, located at 235 East 20th Street, Manhattan.
6. Provide support for developing applicant tracking systems and serve as a liaison to the Information Technology Systems Division.

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7. Complete the process of uniformed and civilian appointed cases.
8. Ensure all cases are closed and bound and forwarded to Human Resources Division or authorized off-site storage facility prior to a newly hired officer's end of probation.

## **HUMAN RESOURCES**

1. Provide testimony on behalf of the Character Assessment Section at disqualification appeal hearings, civil proceedings and at unemployment compensation appeals.
2. Follow all mandates by NYC Law Department, Civil Service Commission, and the Department's Legal Bureau when processing these legal notifications.
3. Confer with the Legal Bureau in civil litigation involving the hiring process.
4. Manage all members of the service educational records, as the Department's central repository for college transcripts and records.
5. Conduct quality assurance checks and ensure all educational records are in compliance with Higher Education Accrediting Commission.
6. Monitor all members of the service on promotional lists and provide guidance to ensure they meet education requirements for promotion.
7. Liaise with college personnel to resolve accreditation issues and curriculum related issues.
8. Track all Academy and in-service training and maintain records.

## **CHARACTER ASSESSMENT SECTION**

1. Conduct appropriate background investigations for applicants to the Department.
2. Liaise with the Medical Assessment Section, Psychological Assessment Section and outside law enforcement agencies.
3. Process completed cases of uniformed and civilian candidates.
4. Oversee the analysis of cases being conducted.
  - a. **Candidate Uniformed Investigative Units**
    - (1) Process cases for each upcoming hire for uniformed titles, and continue the investigation through each appointees' probationary period.
    - (2) Facilitate the hiring of candidates with special language capability through a selective certification process.
  - b. **Candidate Civilian Investigative Unit**
    - (1) Process cases for each upcoming hire for civilian titles, and continue the investigation through each appointees' probationary period.
    - (2) Facilitate the hiring of candidates with special language capability through a selective certification process.
  - c. **Investigative Review Unit**
    - (1) Process all candidates, uniformed and civilian who are designated as review status.
    - (2) Ensure decertification procedures are properly followed.



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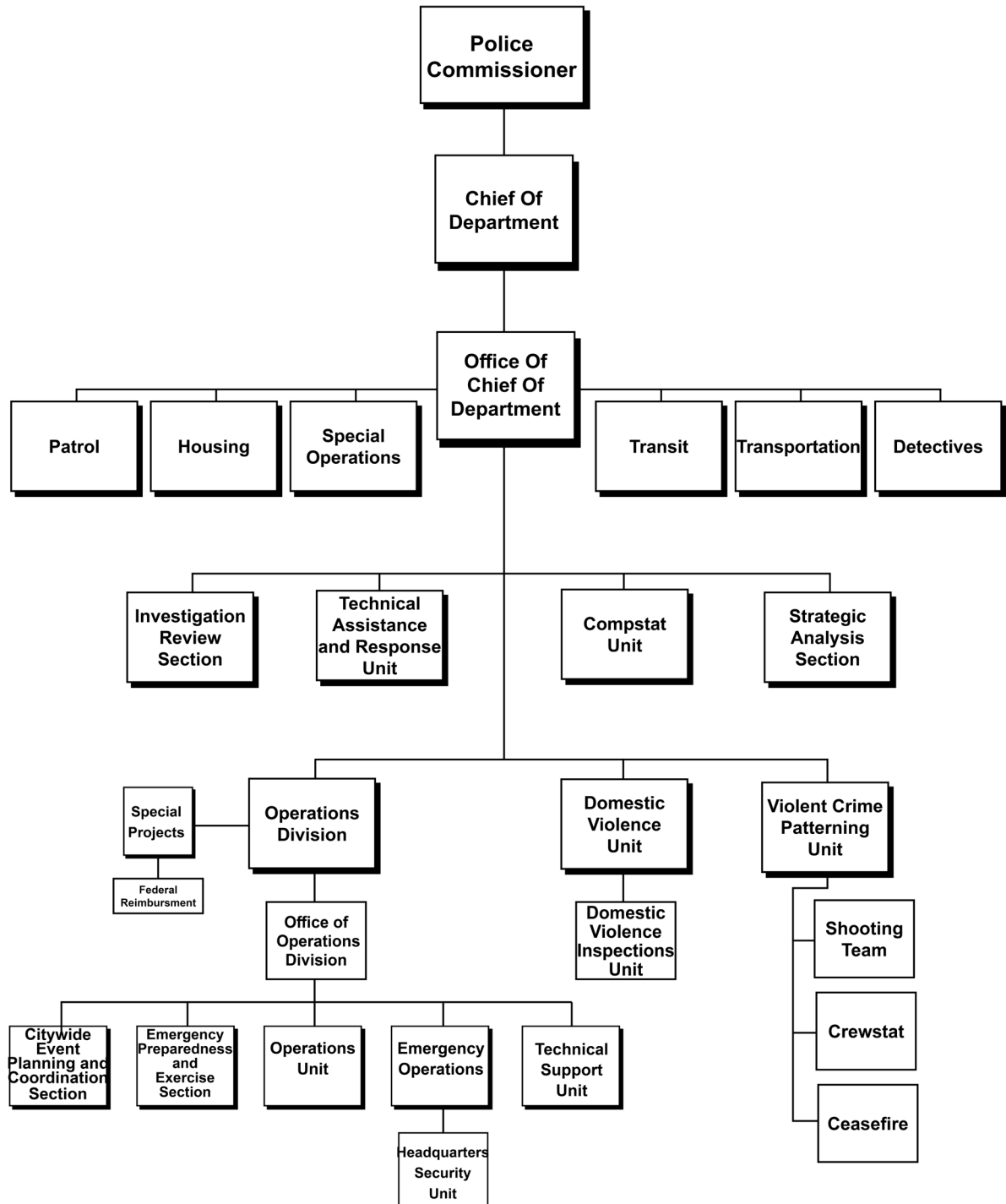
## **RECRUITMENT SECTION**

1. Liaise between the Department and various individuals, schools, faith-based communities, employment programs, and organizations, and all military branches requesting information about careers, and deliver presentations and tabletop displays to these identified audiences at these organizations to highlight employment opportunities within the agency.
2. Liaise with other Departmental units and the Department's fraternal organizations to identify locations for strategic recruitment, and to leverage those Department resources as force multipliers for recruitment.
3. Maintain contact with candidates via a customer relationship marketing platform, from the time of initial contact with the Department through the assignment of a background investigator, and up until the point that they are either hired or disqualified from appointment.
4. Collaborate with the Department's selected recruitment-advertising vendor and manage the advertising budget and direct the allocation of marketing resources for uniformed and civilian titles.
5. Conduct career day programs and other events to promote uniformed and civilian careers.



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### **CHIEF OF DEPARTMENT**

**MISSION** 1. Through the effective utilization of the Police Department's ongoing Crime Control Strategies, ensure continued crime reduction and improved quality of life for all New Yorkers.

**FUNCTIONS**

1. Direct and control the daily operations of the major enforcement bureaus/commands within the Department, including the Detective Bureau, Housing Bureau, Patrol Services Bureau, Special Operations, Transit Bureau and Transportation Bureau.
2. Plan, coordinate, and preside over weekly Compstat meetings where senior commanders share tactical and strategic information and recommend plans of action to achieve the Department's goal of reducing crime, fear and disorder.
3. Ensure crime control and quality of life strategies remain a high priority of the Department.
4. Direct that liaison with other local, state and federal law enforcement agencies be established, and coordinate joint pro-active initiatives to address matters of mutual concern.

### **OFFICE OF THE CHIEF OF DEPARTMENT**

1. Assist in the direction, coordination and control of the Detective Bureau, Housing Bureau, Patrol Services Bureau, Special Operations, Transit Bureau and Transportation Bureau.
2. Perform confidential administrative functions, short-term planning, organizing, staffing and management tasks.
3. Monitor and develop plans for optimizing the allocation of resources within those commands under the jurisdiction of the Chief of Department.
4. Monitor ongoing critical situations, such as officer-involved shootings, major demonstrations, newsworthy events, etc., make necessary notifications, and provide for allocation of resources.
5. Oversee Compstat Unit, Strategic Analysis Section and Violent Crime Patterning Unit.

### **COMPSTAT UNIT**

- (1) Provide critical statistical information to the Police Commissioner, First Deputy Commissioner and Chief of Department.
- (2) Generate comprehensive and precise crime reporting tools for the Department to ensure the rapid and effective deployment of resources.
- (3) Create crime maps which integrate crime incident locations with contributing elements and features.
- (4) Monitor existing crime patterns to ensure appropriate investigation and scope. Recommend inclusion of additional incidents and identity of potential suspects.
- (5) Develop and share new analysis methods for emerging crime trends and patterns.
- (6) Provide briefing and presentation materials for the Chief of Department.
- (7) Gauge effectiveness of the Department's law enforcement mission by monitoring each operational bureau's coordinated response and investigation of crime and quality of life complaints. Ensure crime reduction strategies are properly implemented.

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- (8) Conduct broad review and analysis of command functions in preparation for weekly Compstat meetings.

### **STRATEGIC ANALYSIS SECTION**

- (1) Perform research and conduct policy analysis to facilitate operational efficiency within the bureaus that report to the Chief of Department.
- (2) Develop, implement, review and evaluate programs and projects that directly impact on police services and crime control strategies.
- (3) Generate written orders and directives and evaluate and analyze reports, studies and recommendations which impact upon the operational needs of the Department.

### **VIOLENT CRIME PATTERNING UNIT**

- (1) Conduct Citywide analysis of violent crimes.
- (2) Provide the Chief of Department with criminal background information on subjects arrested for major crimes and police related incidents.
- (3) Conduct analysis of homicide and shooting victims, locations, motives and methods.
- (4) Identify patterns or trends of violent crime.
- (5) Detect similarities in descriptions, weapons, vehicles, modus operandi, etc., for crimes which may cross precinct and/or borough boundaries.
- (6) Review Complaint Reports and Unusual Occurrence Reports.
- (7) Maintain liaison with precincts and detective squad commanders regarding field operations and investigations.
- (8) Maintain liaison with Housing Bureau, Transit Bureau, Gang Unit, etc. concerning shooting incidents Citywide.

### **SHOOTING TEAM**

1. Analyze the motives, locations, and potential for retaliation of all homicides and shootings.

### **CEASEFIRE**

1. Manage the Ceasefire Program, a violence intervention strategy focused on select individuals within street groups/crews/drug sets who are disproportionately responsible for the majority of violence within their community.

### **CREWSTAT**

1. Maintain oversight of all long term case investigations involving crews with a propensity for violence.
2. Prepare materials for Crewstat meetings, chaired by the Office of the Chief of Department, wherein cases are reviewed to ensure investigations precisely target the drivers of violence and successful prosecutions are obtained.

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### **DOMESTIC VIOLENCE UNIT**

1. Brief the Police Commissioner, Chief of Department, and other executive members of the service on domestic violence issues.
2. Act as liaison with other government entities, such as the Administration for Children's Services, Mayor's Office to End Domestic and Gender Based Violence, New York State Office for the Prevention of Domestic Violence and victim's advocacy groups.
3. Identify emerging concerns and issues in domestic violence.
4. Confer with the Legal Bureau about changes in the law and recommend policy changes to the Commanding Officer, Office of Management Analysis and Planning through the Office of the Chief of Department.
5. Develop Department training on domestic violence at all levels.
6. Conduct domestic violence training in appropriate forums (e.g., promotion courses, Executive Development, etc.), and recommend topics for other trainers involved in Command Level Training, InTac Training, and recruit training.
7. Conduct Domestic Violence Strategy Meetings on a regular basis.

### **DOMESTIC VIOLENCE INSPECTIONS UNIT**

1. Ensure compliance with Department directives related to domestic violence by conducting command inspections, patrol monitoring, various computer audits, and reviews of Body-Worn Camera footage.
2. Process all U-Visa requests submitted by advocacy groups, attorneys, and individual petitioners.

### **INVESTIGATION REVIEW SECTION**

1. Coordinate the presentation of information to the Department's Firearms Discharge Review Board by reviewing and evaluating all firearms discharge investigations involving uniformed members of the service.
2. Assemble and consolidate data relative to homicides and assaults of uniformed members of the service to assist the Federal Bureau of Investigation in acquiring statistical and descriptive information for use in law enforcement training.
3. Provide instruction at the Department's Executive Development Program and Command Leadership Course relative to investigations of police shootings.
4. Process, track and review those communications received from the Police Commissioner's Office, the Internal Affairs Bureau, and the Civilian Complaint Review Board which require a response or specific action.
5. Ensure the thoroughness and accuracy of investigations performed by sub-units reporting to the Chief of Department through review, evaluation and necessary follow-up.
6. Act as the Department's liaison with the New York City Parking Violations Bureau and the Department of Finance regarding summonses served on Department vehicles performing official business and the voiding of summonses issued in error.
7. Coordinate usage of the S.T.A.R.S. computer system to assist Department investigators in determining the location of wanted vehicles via analysis of summons activity.
8. Process applications and issue permits for parades which take place on Fifth Avenue in Manhattan and for those parades where one thousand or more participants are anticipated.



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### **TECHNICAL ASSISTANCE RESPONSE UNIT (TARU)**

1. Provide investigative technical equipment and tactical support to all bureaus within the Department.
2. Provide technical assistance to other City, state and federal agencies.

### **OPERATIONS DIVISION**

1. Protect life, property, and the Department from all hazards by leading and supporting the Department's internal and external intelligence gathering, disorder control training and resource coordination to planned and unplanned events.
2. Coordinate with its partners across all levels of government to strengthen the Department's comprehensive, risk-based emergency management program of mitigation, preparedness, response, and recovery.
3. Oversee the direction, management and command of the Operations Division.
4. Supervise the management of administrative, personnel and budgetary functions of units assigned to the Operations Division.
5. Develop and update Citywide disaster response plans (e.g., Catastrophic Incident Management Plan, Hurricane Plan, Blackout Plan, etc.).
6. Plan for and coordinate special projects/events (e.g., elections, West Nile/Zika Virus prevention, work stoppages, etc.).

#### **Special Projects**

1. Coordinate and plan all major events that occur in New York City.
2. Act as the Department's liaison to City Hall regarding these events.
3. Responsible for negotiating events sanctioned by the Mayor's Street Activity Permit Office (SAPO).
4. Assist in coordination of the Department's participation in the Citywide Event Coordination and Management (CECM) Database.

#### **a. Federal Reimbursement**

1. The Federal Reimbursement Section acts as a liaison between the NYPD and the Department of State, Diplomatic Security Service, in obtaining reimbursement funds from the Federal Government for providing extraordinary protective services at missions, consulates and the United Nations as well as several other venues and individuals requested by the Department of State.
2. Gather, maintain and analyze expenditures for diplomatic protection of foreign dignitaries and submit reimbursement requests to the federal government for expenditures relative to the Department's foreign diplomatic protection efforts.
3. Responsible for collecting and analyzing security coverage reports from specialized units within the Department, Intelligence Division critique reports and demonstration coverage reports from the Patrol Services Bureau for reimbursement.
4. Submit claims to the State Department for review, verification and payment, as directed by competent authority.



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### **OFFICE OF THE OPERATIONS DIVISION**

1. Assist in the direction, coordination and oversight of the Citywide Event Planning and Coordination Section, Emergency Preparedness and Exercise Section, Operations Unit, Emergency Operations Division, and Technical Support Unit.
2. Act as the Department's Emergency Management liaison with other City, state and federal agencies.
3. Manage the administrative, personnel and budgetary functions of units assigned to the Office of the Operations Division.

### **CITYWIDE EVENT PLANNING AND COORDINATION SECTION**

1. Analyze and conduct conferrals with appropriate entities to ensure proposals for all Citywide events (planned and unplanned), requests for personnel, resources and equipment are strategic, effectively staffed and equipped.
2. Manage the administrative, personnel and budgetary functions of details and major events (planned and unplanned).

### **EMERGENCY PREPAREDNESS AND EXERCISE SECTION**

1. Partner with New York City Emergency Management (NYCEM) to coordinate plans and preparations for large-scale incidents and catastrophic events (e.g., building collapses, power disruptions, hazardous material incidents, etc.).
2. Respond to emergencies and provide interagency coordination at these incidents.
3. Conduct presentations to communities regarding emergency preparedness.
4. Attend district cabinet, community board, precinct community council, and town hall meetings in order to address concerns involving emergency response by the Department and NYCEM.

### **OPERATIONS UNIT**

1. Act as the Department's information gathering and internal dissemination center, twenty-four hours a day, seven days a week.
2. Ensure that the Police Commissioner, First Deputy Commissioner, Chief of Department and other executive staff members as well as appropriate units are informed of, and updated on, major events and incidents.
3. Monitor the "Shotspotter" system twenty-four hours a day, seven days a week, and upon receipt of a shots fired alert, immediately notify Communications Section in order to initiate a shots fired assignment.
4. Maintain staff and operate the Joint Operations Center (JOC) when activated for a major event or incident, or when utilized for Department functions.
5. Assess and review real time personnel and equipment requests from patrol boroughs.
6. Prepare comprehensive briefings as directed by Commanding Officer, Operations Division.
7. Monitor current events to ensure equipment and personnel are properly allocated and deployed for major events and incidents (planned and unplanned).
8. Act as the Department's operational liaison to other agencies.

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9. Obtain, collect and collate personnel patrol strength in all ranks for Patrol, Housing, Detective Bureau and Transportation personnel strength for uniformed members of the service.
10. Respond to requests to field queries to access the NYCHA tenant database and conduct inquiries as authorized in the related Memoranda of Understanding.

### **EMERGENCY OPERATIONS DIVISION**

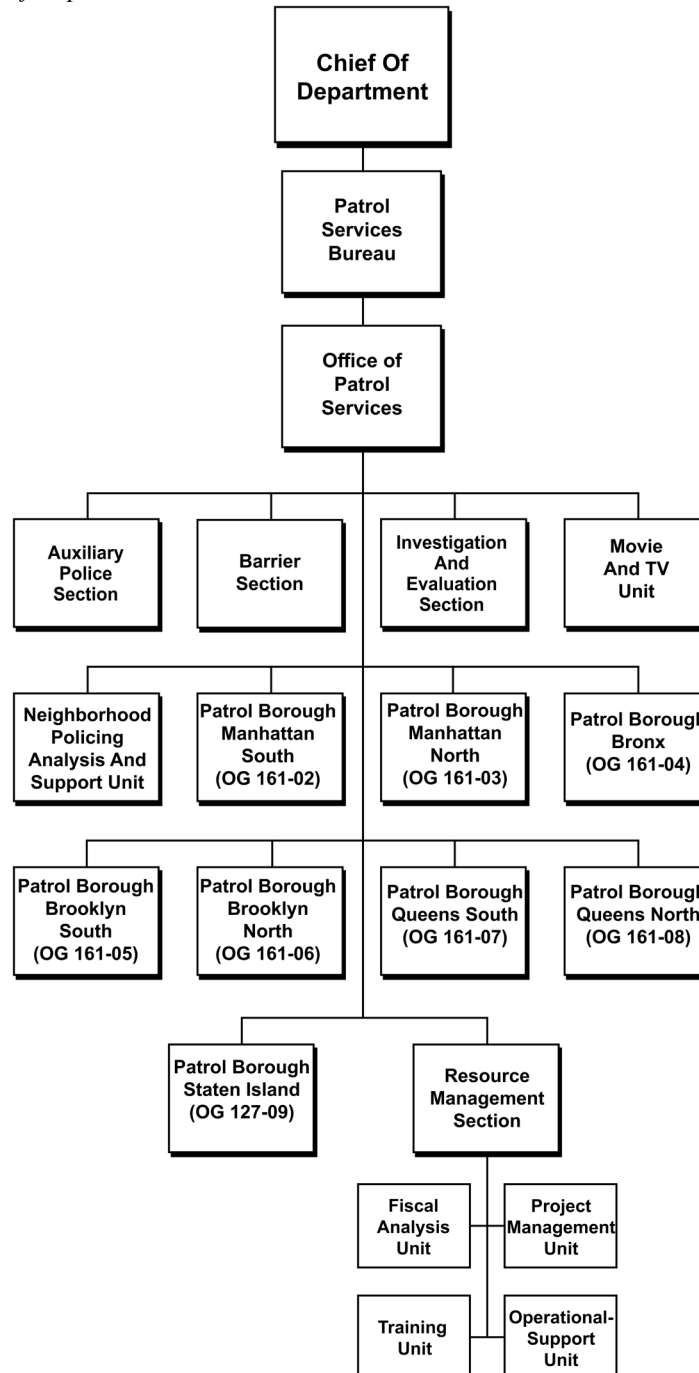
1. Coordinate the Department's response to emergency conditions and potential incidents (e.g., severe weather, threats from natural hazards and natural disasters, power and other public service outages, labor unrest, demonstrations, water main breaks, transportation and transit incidents, hazardous substance discharges, building collapses, aviation disasters, explosions, acts of terrorism, etc.).
2. Develop and preside over Department and interagency tabletop exercises, as well as, full scale drills to evaluate the response to terror attacks, active shooters, and natural disasters.
3. Coordinate and implement training, including functional, full scale, tabletop and mobilization exercises.
4. Prepare, retain and review plans for responding to various emergency conditions and potential incidents, including but not limited to, implementation of emergency orders issued by the mayor.
5. Participate in inter-agency planning review and revisions, and provide input into new Citywide plans.
6. Manage multiple large-scale incidents and integrate regional, state and federal agencies into a Citywide response, activating the Citywide Incident Management System (CIMS).
  - a. **Headquarters Security Unit**
    - (1) Safeguard the interior and exterior of One Police Plaza (Department Headquarters) from unlawful intrusions and attacks.
    - (2) Develop plans for the evaluation of Department Headquarters (e.g., fire drills, etc.).
    - (3) Maintain a Fire Safety Plan.

### **TECHNICAL SUPPORT UNIT**

1. Maintain, repair, and troubleshoot equipment in facilities, such as the Joint Operations Center (JOC), Executive Command Center (ECC), Jack Maple CompStat Center, Headquarters Auditorium, and Alternate Emergency Operations Center.
2. Provide support for Bureau heads that are hosting high priority events occurring in the JOC, Headquarters Auditorium, Jack Maple CompStat Center, and Alternate Emergency Operations Center."

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### **PATROL SERVICES BUREAU**

**MISSION**        1.        Exact efficient performance of patrol operations.

**FUNCTIONS**    1.        Evaluate performance and equipment of patrol personnel.  
                      2.        Enforce all laws under police jurisdiction.  
                      3.        Maintain patrol of all public streets, highways, parks, parkways and thoroughfares.  
                      4.        Provide for the direction, control and regulation of vehicular and pedestrian traffic.  
                      5.        Institute programs, based upon incidents of crime, to improve patrol effectiveness.  
                      6.        Assure a high level of integrity.

### **OFFICE OF PATROL SERVICES BUREAU**

1.        Protect life and property, reduce crime and improve the quality of life of the citizens of this City with courtesy, professionalism and respect.
2.        Direct, coordinate and control the efforts and operational planning of eight patrol borough commands.
3.        Provide staff services to ensure standardization of programs and policies within the Patrol Services Bureau.
4.        Deploy sufficient uniformed members of the service to respond to emergencies, minimize harm and maximize public safety.
5.        Provide resources to effectively combat crime and respond to community needs for police service.
6.        Observe and evaluate performance, equipment and training of field personnel.
7.        Cooperate with City, state and federal agencies regarding emergency management.

### **AUXILIARY POLICE SECTION**

1.        Maintain a City-wide Auxiliary Police Program comprised of qualified citizens who actively volunteer in community-based activities and crime deterrence initiatives.
2.        Provide staff services to field commands to ensure proper recruitment, training, supervision and personnel management of volunteer auxiliary police members.

### **BARRIER SECTION**

1.        Repair, distribute and maintain all Department barriers.
2.        Assist patrol borough and field commands in assessing barrier needs for planned and unplanned events.

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### **INVESTIGATION AND EVALUATION SECTION**

1. Conduct confidential investigations, surveys and audits to evaluate the effectiveness of management controls and compliance with procedures and directives and propose recommendations for improvement.
2. Coordinate the Patrol Services Bureau's Civilian Complaint Reduction Program, Narcotics Enforcement Initiative (maintain registry of confidential informants), and assignment of Internal Affairs Bureau investigations to borough and investigation units.
3. Monitor the conduct of members of the service assigned to the Patrol Services Bureau, when necessary.

### **MOVIE AND TV UNIT**

1. Ensure public safety while providing a safe and orderly environment for film production in New York City.
2. Provide traffic control at film production locations.
3. Ensure compliance with permits issued by the Mayor's Office of Film, Theatre & Broadcasting.

### **NEIGHBORHOOD POLICING ANALYSIS AND SUPPORT UNIT**

1. Develop and implement new mechanisms to monitor, support, and analyze the Neighborhood Policing model including the functions and effectiveness of Neighborhood Coordination Officers, Youth Coordination Officers, and Steady Sector Officers.
2. Ensure web pages and social media pages are updated with photographs and biographies of newly assigned Neighborhood Coordination Officers.
3. Monitor command rosters, Neighborhood Policing reports, Minimum Manning reports, Performance Evaluations, Cops Rapid Assessment and Feedback Tool (CRAFT), weekly Neighborhood Policing Problem Solving Recap reports, and Roll Calls.
4. Identify staffing shortages and issues; make recruit officer allocation recommendations.
5. Monitor all precinct public-facing web pages, social media accounts for frequency and appropriateness of content/posts.
6. Liaise with the Patrol Services Bureau to prepare briefings and reports for Compstat and Neighborhood Review Meetings.
7. Liaise with other Department-wide commands tasked with oversight (e.g., Internal Affairs Bureau, Patrol Services Bureau Investigation and Evaluation Section, Borough Investigations Units, Integrity Control Officers, etc.) to identify and address corruption hazards associated with Neighborhood Policing.
8. Maintain master schedule of Build the Block meetings.
9. Ensure the Build the Block website is updated.
10. Maintain qualitative databases of Neighborhood Policing related information including but not limited to personnel rosters, Build the Block meeting complaints, etc.

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11. Organize and run focus groups with sergeants assigned to supervise Neighborhood Coordination Units, Neighborhood Coordination Officers, Steady Sector officers and community members.
12. Conduct field visits at Neighborhood Policing commands and Build the Block meetings to offer guidance and support and ensure compliance with Neighborhood Policing Model.
13. Oversee approval of personnel changes regarding Neighborhood Coordination Sergeants, Neighborhood Coordination Officers and Youth Coordination Officers.
14. Oversee Field Training Program and Community Partner Program.
15. Collaborate with Command Staff and provide support in managing the Field Training Program and Community Partner Program.
16. Develop and implement new mechanisms to promote and monitor Field Training Program and Community Partner Program

### **RESOURCE MANAGEMENT SECTION**

1. Oversee all activities of the Fiscal Analysis Unit, Project Management Unit, Training Unit, and the Operational Support Unit.

#### **FISCAL ANALYSIS UNIT**

1. Account for and monitor expenditures of funds relating to the Other Than Personnel Services Budget (OTPS), Overtime Budget and grant requests.
2. Administer the Confidential Investigation Fund.

#### **PROJECT MANAGEMENT UNIT**

1. Develop, implement, monitor and evaluate programs and special projects that focus on reducing and preventing crime, improve the quality of life, and serve as a resource to aid members on patrol.
2. Serve as liaison and represent the Department at meetings and hearings with various governmental agencies, including mayoral, City and state agencies and the Police Foundation, the Police Reserve Association and vendors.

#### **TRAINING UNIT**

1. Provide members of the service with the knowledge, skills and proper attitude necessary to perform various patrol functions.
2. Facilitate the attendance of Patrol Services Bureau personnel at training courses conducted within the Department.
3. Maintain updated records of attendance at training courses.
4. Monitor and evaluate the Field Training Program and conduct and coordinate various assignment specific training courses.
5. Attend monthly command level training sessions and distribute pertinent information assigned to the Office of the Chief of Patrol.

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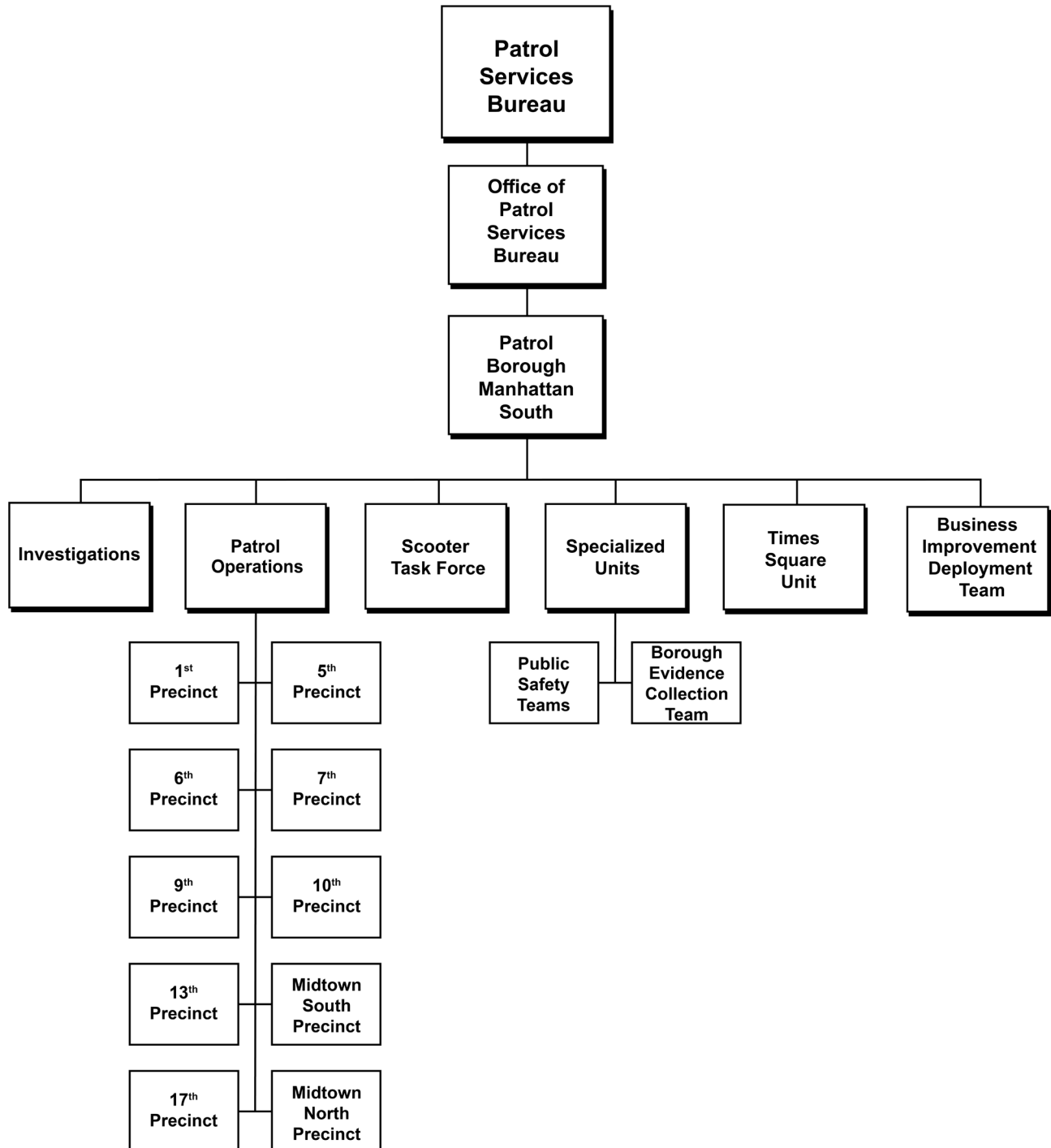
### **OPERATIONAL SUPPORT UNIT**

1. Provide technical assistance in the development, implementation and maintenance of mainframe and micro-computer applications for the Patrol Services Bureau.
2. Create and maintain the “Web Site” for the Patrol Services Bureau.
3. Collect, compile and disseminate information to patrol precincts, patrol boroughs, intra-Departmental commands, mayoral and state agencies.
4. Conduct surveys of patrol precincts regarding computer hardware, software and applications and make appropriate recommendations to enhance precinct computer technology.

**PATROL BOROUGHES (Manhattan South [O.G. 161-02], Manhattan North [O.G. 161-03], Bronx , [O.G. 161-04], Brooklyn South [O.G. 161-05], Brooklyn North [O.G. 161-06], Queens South [O.G. 161-07], Queens North [O.G. 161-08], Staten Island [O.G. 161-09])**

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### **PATROL BOROUGH MANHATTAN SOUTH**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:

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- a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (1<sup>ST</sup>, 5<sup>TH</sup>, 6<sup>TH</sup>, 7<sup>TH</sup>, 9<sup>TH</sup>, 10<sup>TH</sup>, 13<sup>TH</sup>, 17<sup>TH</sup>, MIDTOWN NORTH AND MIDTOWN SOUTH)**

- (1) Review and analyze reported crimes in order to identify trends and patterns.
- (2) Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
- (3) Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
- (4) Review and analyze motor vehicle and pedestrian collisions.
- (5) Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
- (6) Address Quality of Life conditions via team-led, focused enforcement.
- (7) Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
- (8) Maintain contact with victims and monitor offenders.



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- (9) Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
- (10) Implement and coordinate multi-agency initiatives to address specific local conditions.
- (11) Assist community residents by acting as a liaison with other essential City services.
- (12) Establish and support an active Community Council.
- (13) Implement innovative crime prevention programs via education and organization within the community.
- (14) Recruit and supervise precinct Auxiliary and Explorer Programs.
- (15) Establish programs that focus on promoting police relations with community residents.
- (16) Establish liaisons with other enforcement units regarding precinct conditions.

#### **SCOOTER TASK FORCE**

1. Immediately respond, with a rapid deployment, on two-wheel Department scooters to all requests for service.
2. Assist with establishing police lines, ensure stability, restore order and provide a safe environment for all parties, including demonstrators and those who work, visit or reside in New York City.
3. Provide additional coverage to marches, parades, POTUS visits, mobilizations and other large and small events that occur within the patrol borough.
4. Support all units within the patrol borough, and help address precinct concerns and/or conditions, when necessary.
5. Enforce laws and local ordinances, including regulations concerning quality of life conditions.

#### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

#### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.

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5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

#### **BOROUGH EVIDENCE COLLECTION TEAM**

1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.
2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

#### **TIMES SQUARE UNIT**

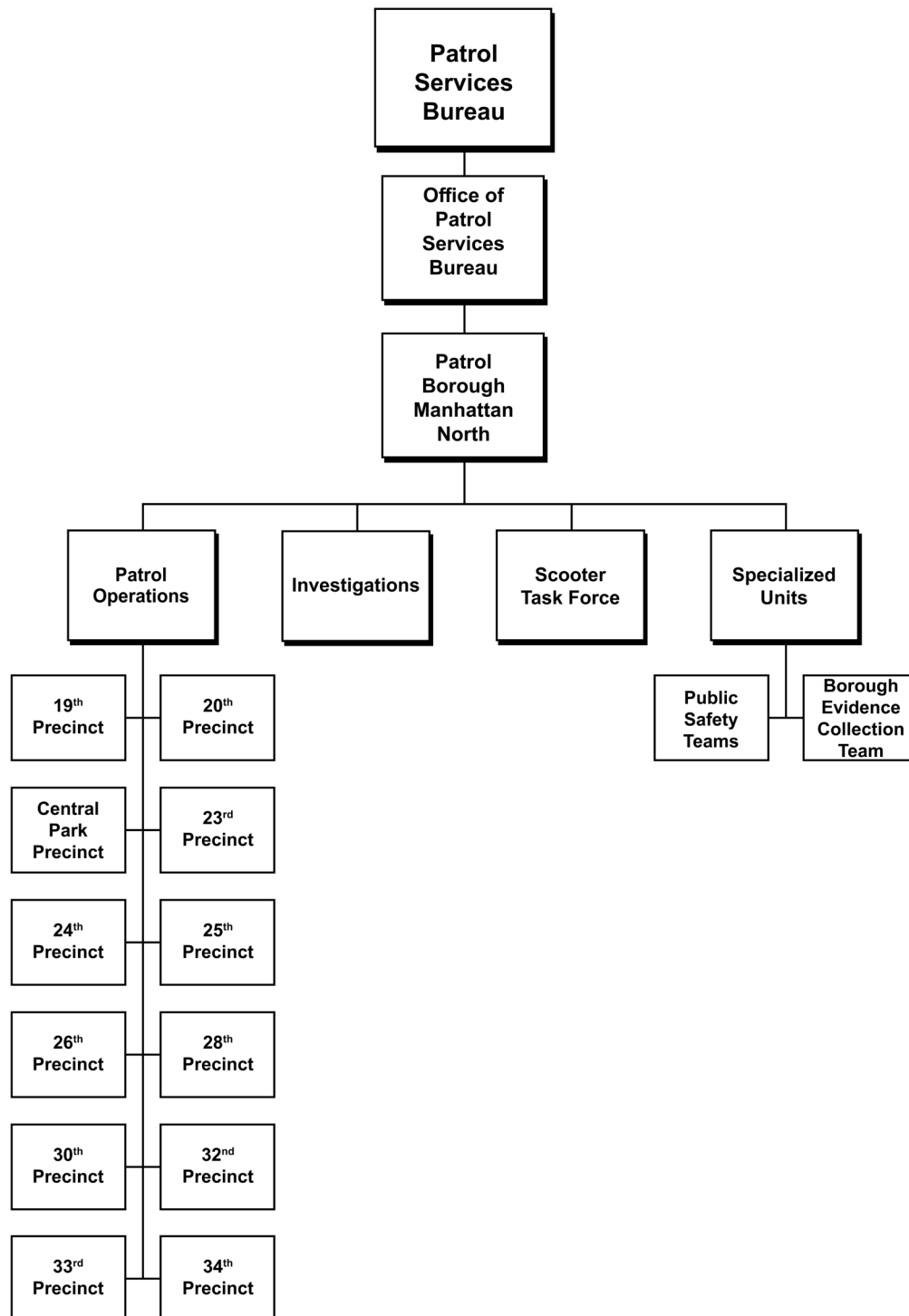
1. Address crime and quality of life conditions in and around the Times Square area.
2. Patrol on foot and liaise with the local business community, the Times Square Alliance, and security personnel from various hotels, restaurants, theaters and retail locations.

#### **BUSINESS IMPROVEMENT DEPLOYMENT TEAM**

1. Liaise with city agencies to improve the quality of life in commercial districts within Patrol Borough Manhattan South.
2. Operate within commercial corridors of Patrol Borough Manhattan South, focusing on locations with high volumes of complaints (via 311, 911, etc.) received from the community.
3. Collaborate with local Business Improvement Districts to identify and resolve conditions of concern.

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### **PATROL BOROUGH MANHATTAN NORTH**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.

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8. Perform the following audit functions:
  - a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (19<sup>TH</sup>, 20<sup>TH</sup>, CENTRAL PARK PRECINCT, 23<sup>RD</sup>, 24<sup>TH</sup>, 25<sup>TH</sup>, 26<sup>TH</sup>, 28<sup>TH</sup>, 30<sup>TH</sup>, 32<sup>ND</sup>, 33<sup>RD</sup> AND 34<sup>TH</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.



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8. Maintain contact with victims and monitor offenders.
9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

#### **SCOOTER TASK FORCE**

1. Perform enforcement duty in uniform utilizing Department scooters.
2. Deploy in areas based on current crime trends and statistics as directed by the Borough Operations Commander.
3. Provide crowd control and escort duties at details, special events and other incidents, as directed by the Borough Operations Commander.

#### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

#### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.
5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.



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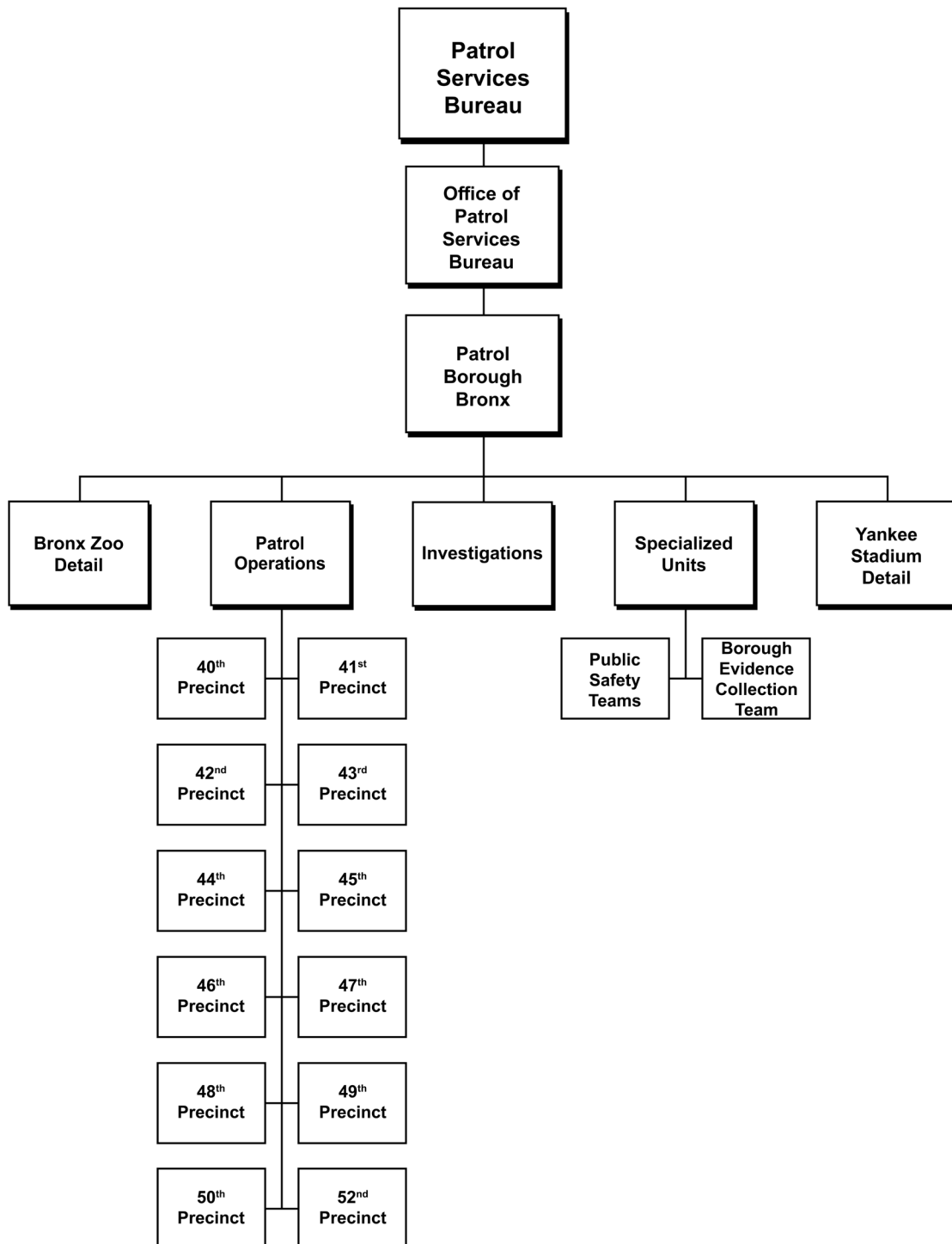
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

#### **BOROUGH EVIDENCE COLLECTION TEAM**

1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.
2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

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<b>PATROL BOROUGH BRONX</b>		
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### **PATROL BOROUGH BRONX**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **BRONX ZOO DETAIL**

1. Ensure public safety in and around the vicinity of the Bronx Zoo and New York Botanical Garden.
2. Maintain and control both vehicular and pedestrian traffic in and around the vicinity of the Bronx Zoo.
3. Address quality of life concerns and illegal vending in the vicinity of the Bronx Zoo and the New York Botanical Gardens.
4. Conduct counterterrorism related functions at the Bronx Zoo and New York Botanical Gardens (i.e., Radiation Pagers, High Visibility Posts, etc.).
5. Regularly liaise with Bronx Zoo and Wildlife Conversation Executive Management to coordinate deployments and responses.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.

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3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:
  - a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

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### **PRECINCTS (40<sup>TH</sup>, 41<sup>ST</sup>, 42<sup>ND</sup>, 43<sup>RD</sup>, 44<sup>TH</sup>, 45<sup>TH</sup>, 46<sup>TH</sup>, 47<sup>TH</sup>, 48<sup>TH</sup>, 49<sup>TH</sup>, 50<sup>TH</sup> AND 52<sup>ND</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
8. Maintain contact with victims and monitor offenders.
9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.



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5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

#### **BOROUGH EVIDENCE COLLECTION TEAM**

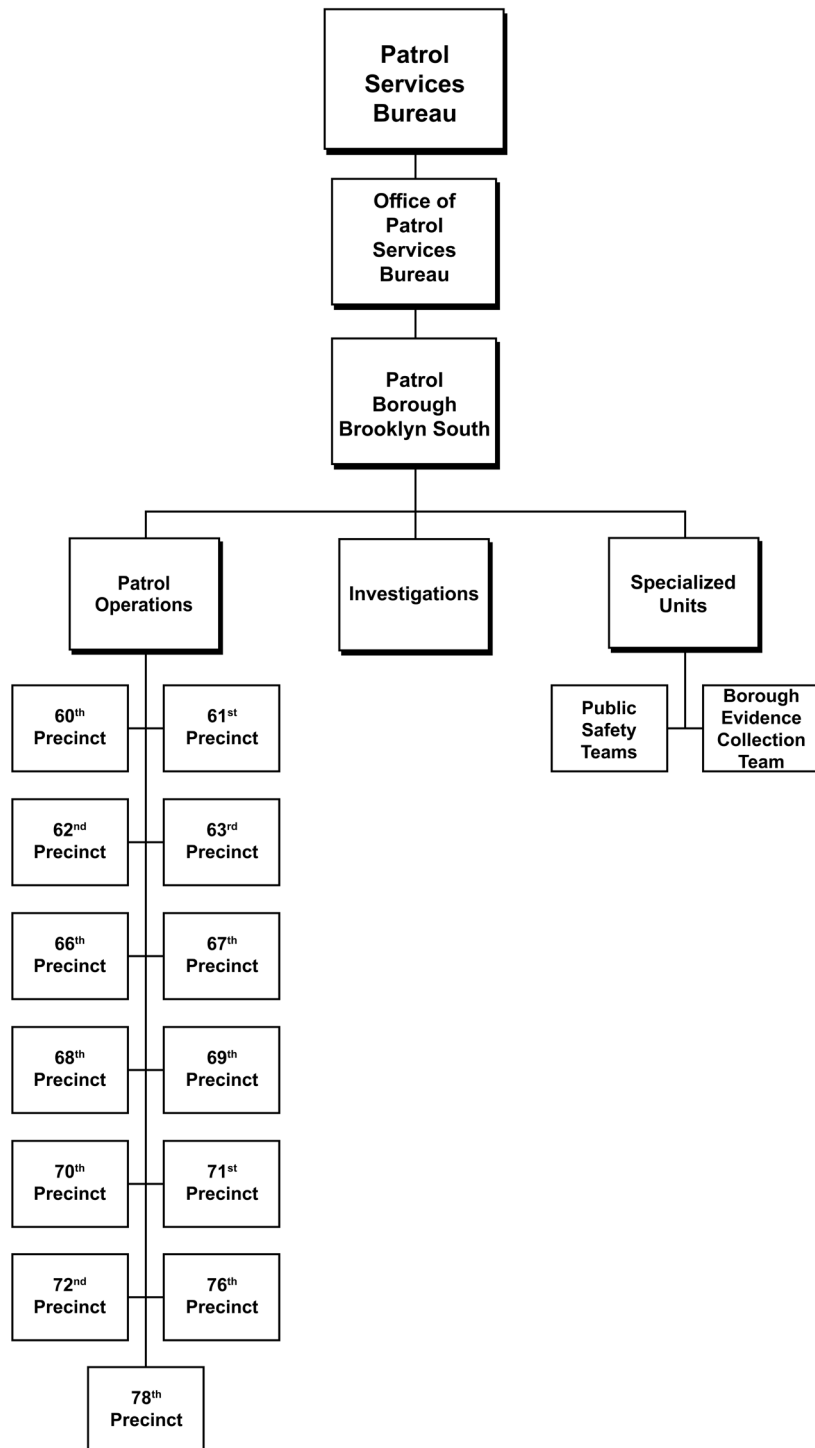
1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.
2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

#### **YANKEE STADIUM DETAIL**

1. Ensure/safeguard public safety in and around Yankee Stadium during games and large scale events hosted at Yankee Stadium.
2. Maintain, and deploy heavy weapons trained personnel during events.
3. Maintain and control both vehicular and pedestrian traffic in and around the vicinity of Yankee Stadium.
4. Oversee the Yankee Stadium Blocker vehicle detail deployment.
5. Address quality of life conditions and illegal vending in the vicinity of Yankee Stadium.
6. Conduct counterterrorism related functions in the vicinity of Yankee Stadium (i.e., Radiation pagers, high visibility posts, etc.).
7. Regularly liaise with New York Yankees Executive Management to coordinate deployments and responses.
8. Deploy personnel based on real time analysis and after conferral with the Borough Commander, to crime prone locations on non-event days.

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### **PATROL BOROUGH BROOKLYN SOUTH**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:



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- a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (60<sup>TH</sup>, 61<sup>ST</sup>, 62<sup>ND</sup>, 63<sup>RD</sup>, 66<sup>TH</sup>, 67<sup>TH</sup>, 68<sup>TH</sup>, 69<sup>TH</sup>, 70<sup>TH</sup>, 71<sup>ST</sup>, 72<sup>ND</sup>, 76<sup>TH</sup> AND 78<sup>TH</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
8. Maintain contact with victims and monitor offenders.



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9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.
5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

### **BOROUGH EVIDENCE COLLECTION TEAM**

1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.

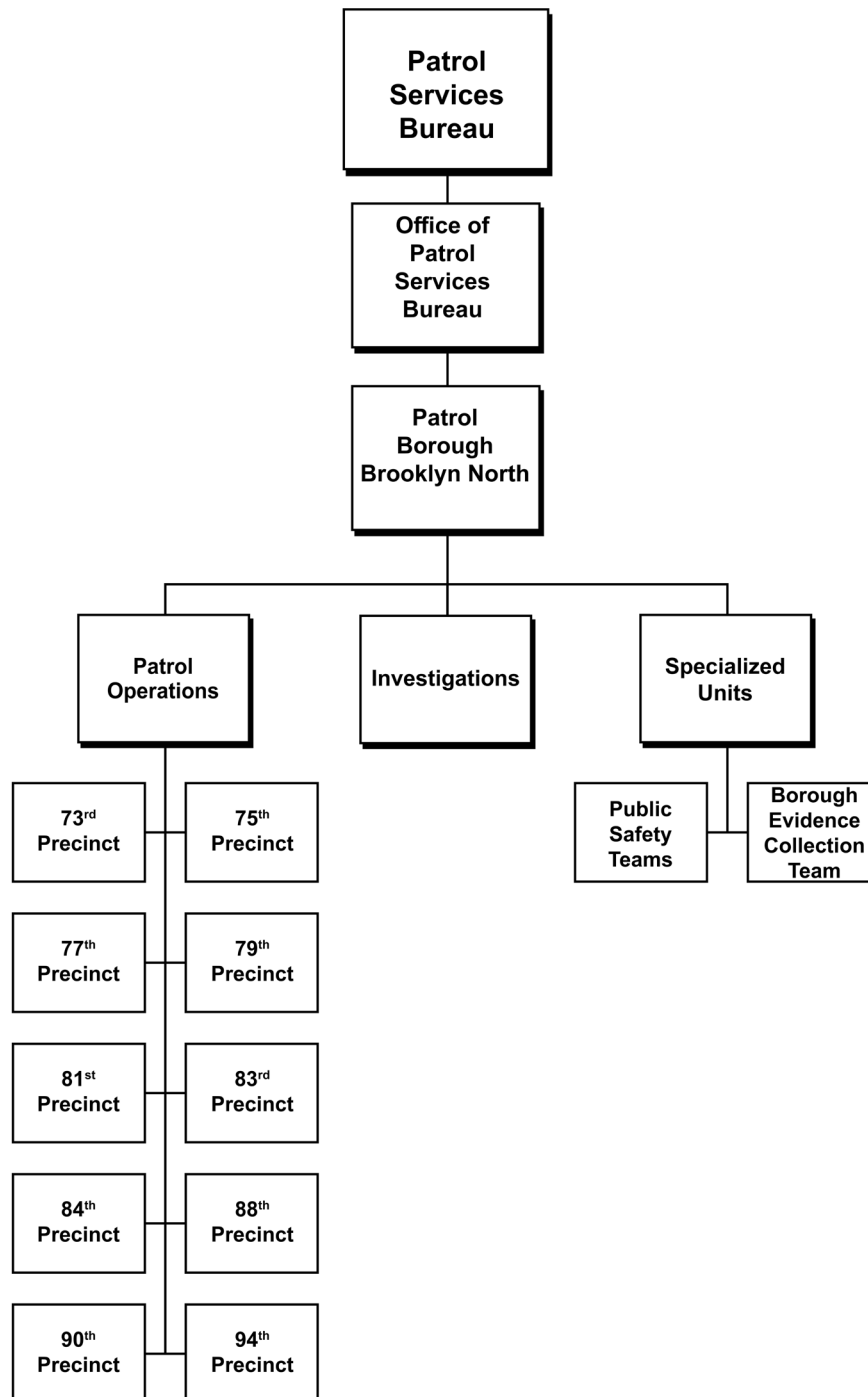


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2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

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### **PATROL BOROUGH BROOKLYN NORTH**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:



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- a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (73<sup>RD</sup>, 75<sup>TH</sup>, 77<sup>TH</sup>, 79<sup>TH</sup>, 81<sup>ST</sup>, 83<sup>RD</sup>, 84<sup>TH</sup>, 88<sup>TH</sup>, 90<sup>TH</sup> AND 94<sup>TH</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
8. Maintain contact with victims and monitor offenders.

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9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.
5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

### **BOROUGH EVIDENCE COLLECTION TEAM**

1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.



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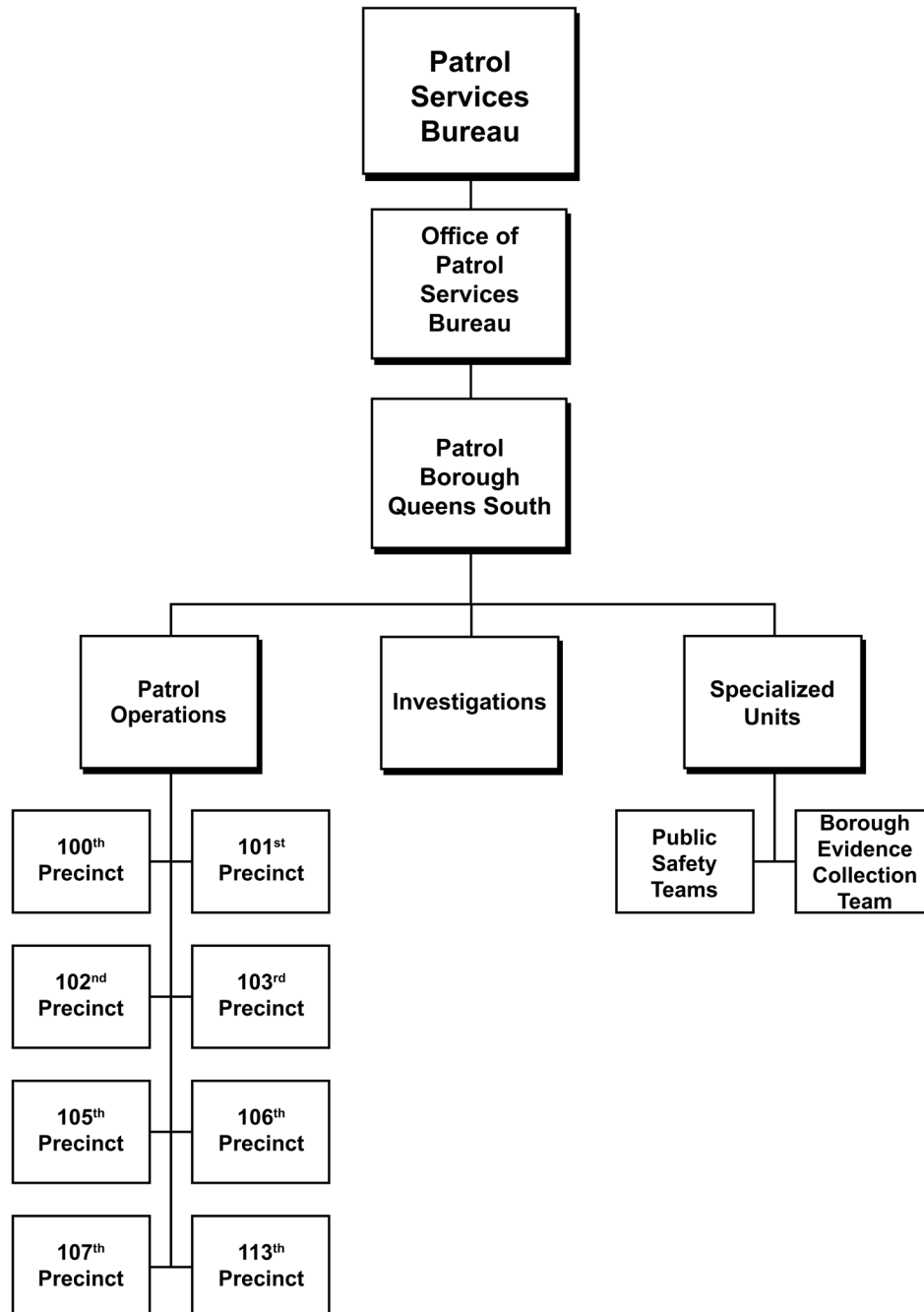
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2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection



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<b>PATROL BOROUGH QUEENS SOUTH</b>		
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*Overhead command: Patrol Services Bureau*



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### **PATROL BOROUGH QUEENS SOUTH**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:



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- a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (100<sup>TH</sup>, 101<sup>ST</sup>, 102<sup>ND</sup>, 103<sup>RD</sup>, 105<sup>TH</sup>, 106<sup>TH</sup>, 107<sup>TH</sup> AND 113<sup>TH</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
8. Maintain contact with victims and monitor offenders.

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9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.
5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

### **BOROUGH EVIDENCE COLLECTION TEAM**

1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.

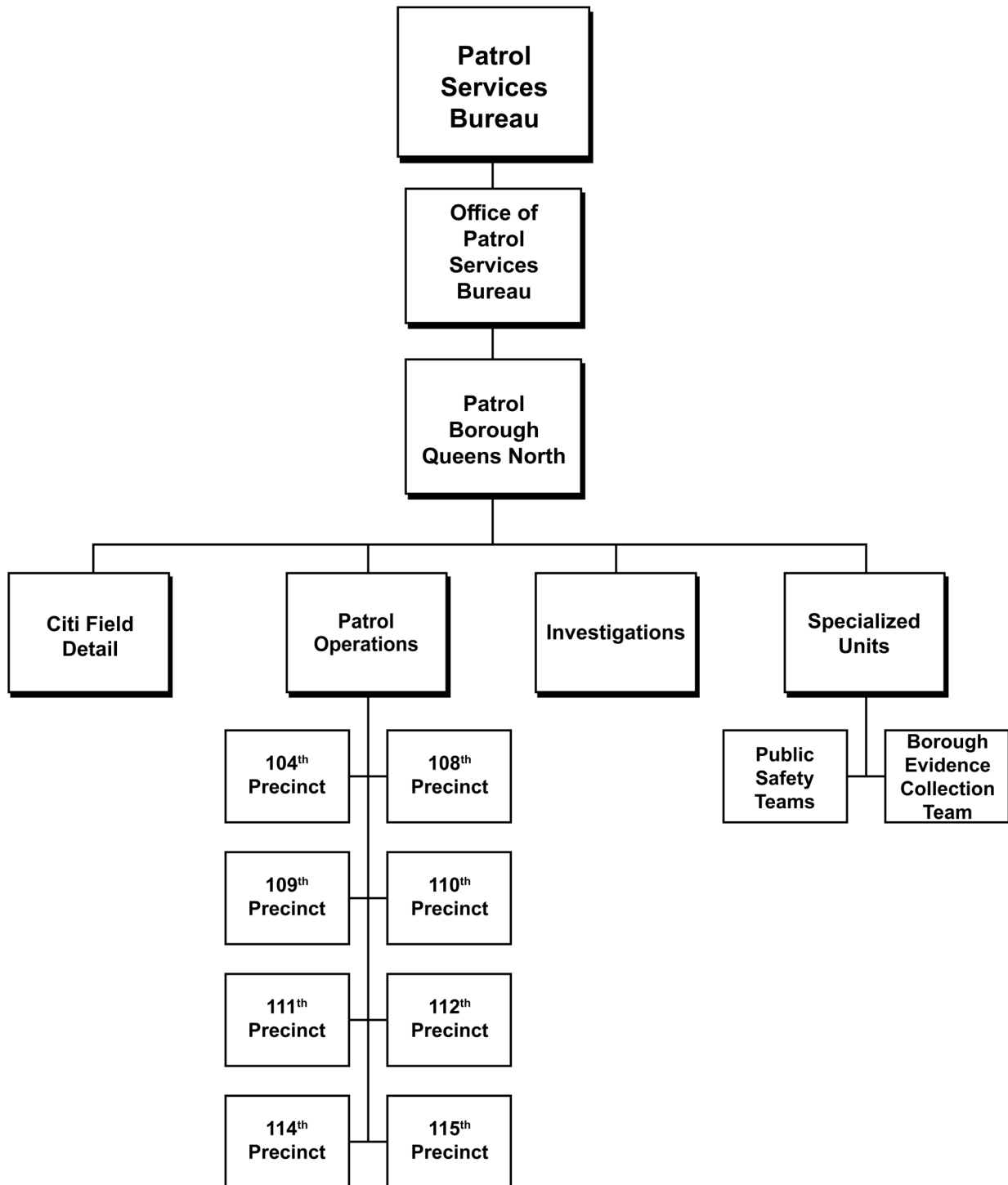


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2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

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### **PATROL BOROUGH QUEENS NORTH**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:

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- a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (104<sup>TH</sup>, 108<sup>TH</sup>, 109<sup>TH</sup>, 110<sup>TH</sup>, 111<sup>TH</sup>, 112<sup>TH</sup>, 114<sup>TH</sup> AND 115<sup>TH</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
8. Maintain contact with victims and monitor offenders.



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9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams and Borough Evidence Collection Team, as applicable.

### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.
5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

### **BOROUGH EVIDENCE COLLECTION TEAM**

1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.



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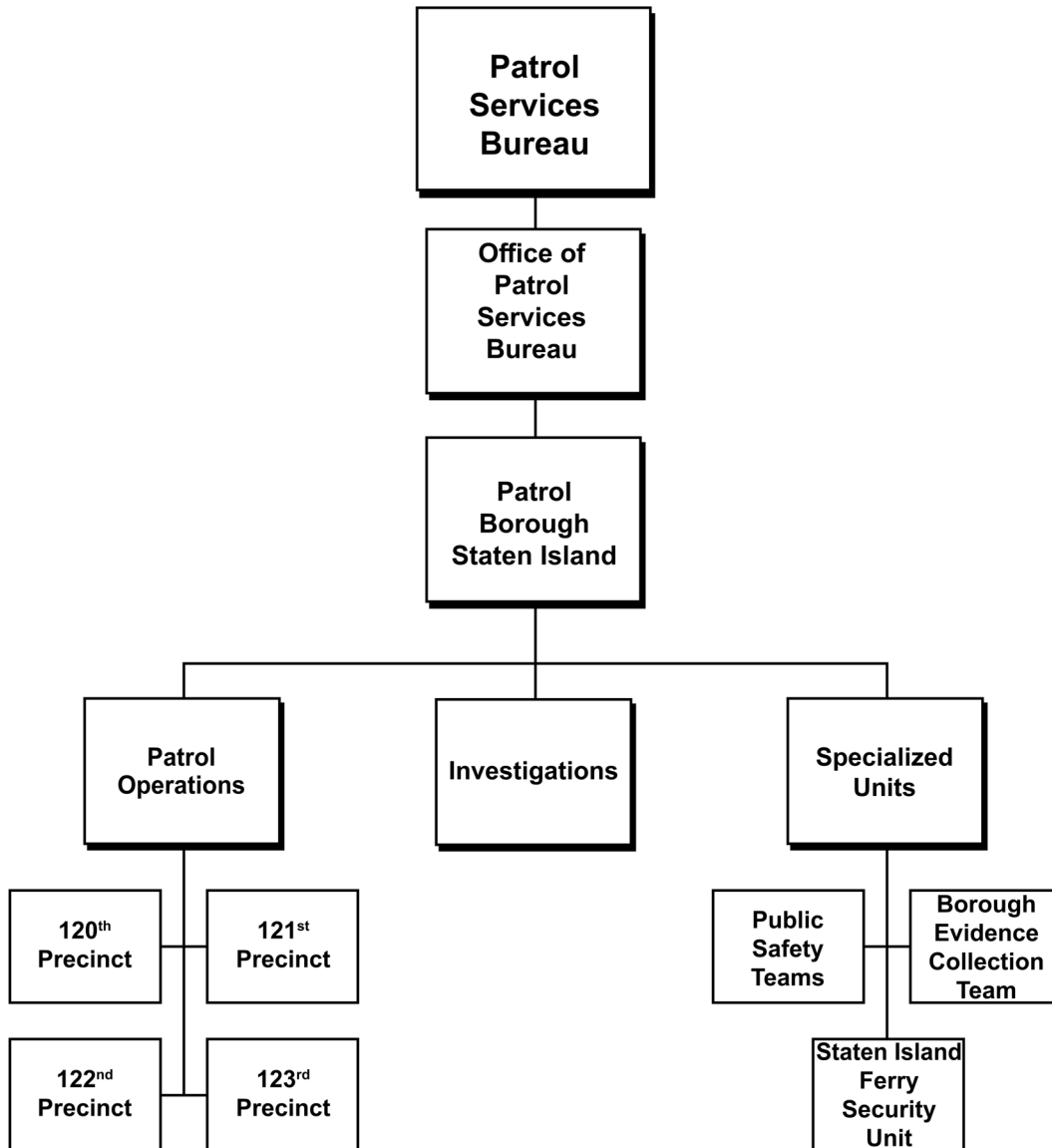
2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

#### **CITI FIELD DETAIL**

1. Ensure and safeguard public safety in and around the vicinity of Citi Field during games and large scale events held at Citi Field.
2. Maintain and control both vehicular and pedestrian traffic in and around Citi Field during games and large scale events.
3. Deploy personnel on non-game days and during the off-season along the Roosevelt Avenue corridor to address crime conditions.
4. Maintain heavy weapons trained personnel and deploy that personnel during events.

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### **PATROL BOROUGH STATEN ISLAND**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with the Commanding Officer, Traffic Management Center regarding traffic control and direction.
3. Confer with other Department units (i.e., Detective Bureau, etc.), concerning precinct conditions, when necessary.
4. Confer with precinct commanders concerning precinct conditions and deployment of personnel.
5. Analyze crime statistics and implement crime reduction strategies.
6. Maintain investigations unit to assist patrol borough commander in maintaining the highest standards of integrity within his/her command by identifying and correcting misconduct and deficiencies.
7. Ensure investigations unit conduct periodic inspections of pre-operational tactical meetings to assess their adequacy and completeness.

### **INVESTIGATIONS**

1. Be responsible for Function Monitoring, the proactive monitoring techniques designed to identify and/or prevent misconduct, violations of Department guidelines or administrative deficiencies. Monitoring can include activities/programs unique to each area of responsibility, such as patrol monitoring, personnel monitoring, process auditing, visits/inspections of facilities, inventory control and self-initiated programs.
2. Conduct investigations or other integrity related assignments as directed by the Chief of Patrol/Patrol Borough Commander/designee, competent authority or the Internal Affairs Bureau such as:
  - a. Domestic incidents involving members of service,
  - b. Any on/off duty incidents when requested by the CO/XO/duty captain including domestic disturbances involving members of service that may result in the removal of firearms,
  - c. Bribery arrests, and
  - d. Assist CO/XO/duty captain with a Level 2 Force Investigation, when appropriate.
3. Regularly confer with integrity control officers and provide assistance with ongoing investigations, including integrity control officer self-initiated cases.
4. Be responsible for:
  - a. All cases referred to precinct/unit commanding officers by the Investigations Unit, and
  - b. Recording of self-initiated cases by the integrity control officer under jurisdiction, for informational purposes and for future reference.
5. Be cognizant of Integrity Monitoring File locations identified by commands under Patrol Services jurisdiction.
6. Collect work schedules/roll calls of subordinate integrity control officers weekly.
7. Regularly confer with the Investigation and Evaluation Section regarding Parking Permit abuse and enforcement.
8. Perform the following audit functions:

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- a. Conduct separate and independent review of commands self-inspections on a regular basis,
  - b. Review time and payroll records,
  - c. Conduct a semi-annual audit of subordinate integrity control officers' Paid Detail assignments and ensure compliance with existing procedures,
  - d. Evaluation of command level training,
  - e. Analysis of civilian complaints, vehicle collisions, sick records, disciplinary records, etc., to ascertain patterns and identify specific commands, platoons, locations and/or members of service with integrity related problems,
  - f. Review audits conducted by the Quality Assurance Division (e.g., Crime Classification Evaluations, ICAD Audits, Precinct Evaluations, etc.) for evidence of potential misconduct and conduct further investigations when situations warrant,
  - g. Conduct independent reviews of complaint reports to ensure compliance with Department directives,
  - h. Conduct reviews of Crime Analysis complaint re-classifications with particular attention to complaint "call-backs,"
  - i. Regularly inspect Crime Reclassification Log and review supervisory sign-off of Complaint Reports for timeliness and accuracy, and
  - j. Utilize the Internal Case Management and Tracking System to assure timely reassessment of cases and dissemination of information.
9. Provide copies of all Case Closing Reports to the Investigations Unit Commanding Officer.

### **PATROL OPERATIONS**

1. Supervise patrol personnel within precincts.
2. Formulate plans for effective deployment of precinct personnel.
3. Enforce laws and ordinances, including regulations concerning vehicular and pedestrian traffic.

### **PRECINCTS (120<sup>TH</sup>, 121<sup>ST</sup>, 122<sup>ND</sup> AND 123<sup>RD</sup>)**

1. Review and analyze reported crimes in order to identify trends and patterns.
2. Provide focused enforcement and rapid deployment based on current intelligence in order to most effectively combat crime.
3. Assess action taken concerning crime initiatives, and ensure appropriate follow-up.
4. Review and analyze motor vehicle and pedestrian collisions.
5. Develop strategies through education, enforcement and engineering recommendations in order to reduce traffic collisions, injuries and fatalities.
6. Address Quality of Life conditions via team-led, focused enforcement.
7. Monitor incidents of domestic violence and reduce family offenses through enforcement, education and referrals.
8. Maintain contact with victims and monitor offenders.

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9. Track all Complaint Reports, Domestic Incident Reports and Orders of Protection.
10. Implement and coordinate multi-agency initiatives to address specific local conditions.
11. Assist community residents by acting as a liaison with other essential City services.
12. Establish and support an active Community Council.
13. Implement innovative crime prevention programs via education and organization within the community.
14. Recruit and supervise precinct Auxiliary and Explorer Programs.
15. Establish programs that focus on promoting police relations with community residents.
16. Establish liaisons with other enforcement units regarding precinct conditions.

### **SPECIALIZED UNITS**

1. Oversee and be responsible for the Public Safety Teams, Borough Evidence Collection Team, and Staten Island Ferry Security Unit, as applicable.

### **PUBLIC SAFETY TEAMS**

1. Employ creative crime reduction and community engagement strategies in coordination with other Department resources to effectively improve the quality of life for the people and communities of the City, while increasing community trust and building relationships.
2. Address a variety of issues within the community as directed by the Commanding Officer based on needs of community and analysis of crime data.
3. Reduce violent street crimes (e.g., robberies, felonious assaults and any type of weapons related offenses) within patrol borough of assignment.
4. Deploy in areas based on current crime trends and statistics, with weekly deployment to designated areas.
5. Develop intelligence for possible search warrants, associates from past crimes and any crime related information through prisoner debriefings and/or confidential informant's intelligence.
6. Identify and apprehend perpetrators wanted for Grand Larceny Auto and other vehicle related offenses.
7. Conduct patrol, preliminary investigations, and surveillance by identifying patterns and trends relating to all larcenies of vehicle, vehicle parts, and larcenies from the vehicle.
8. Positively engage with members of the community.
9. Perform duty in Uniform of the Day.

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### **BOROUGH EVIDENCE COLLECTION TEAM**

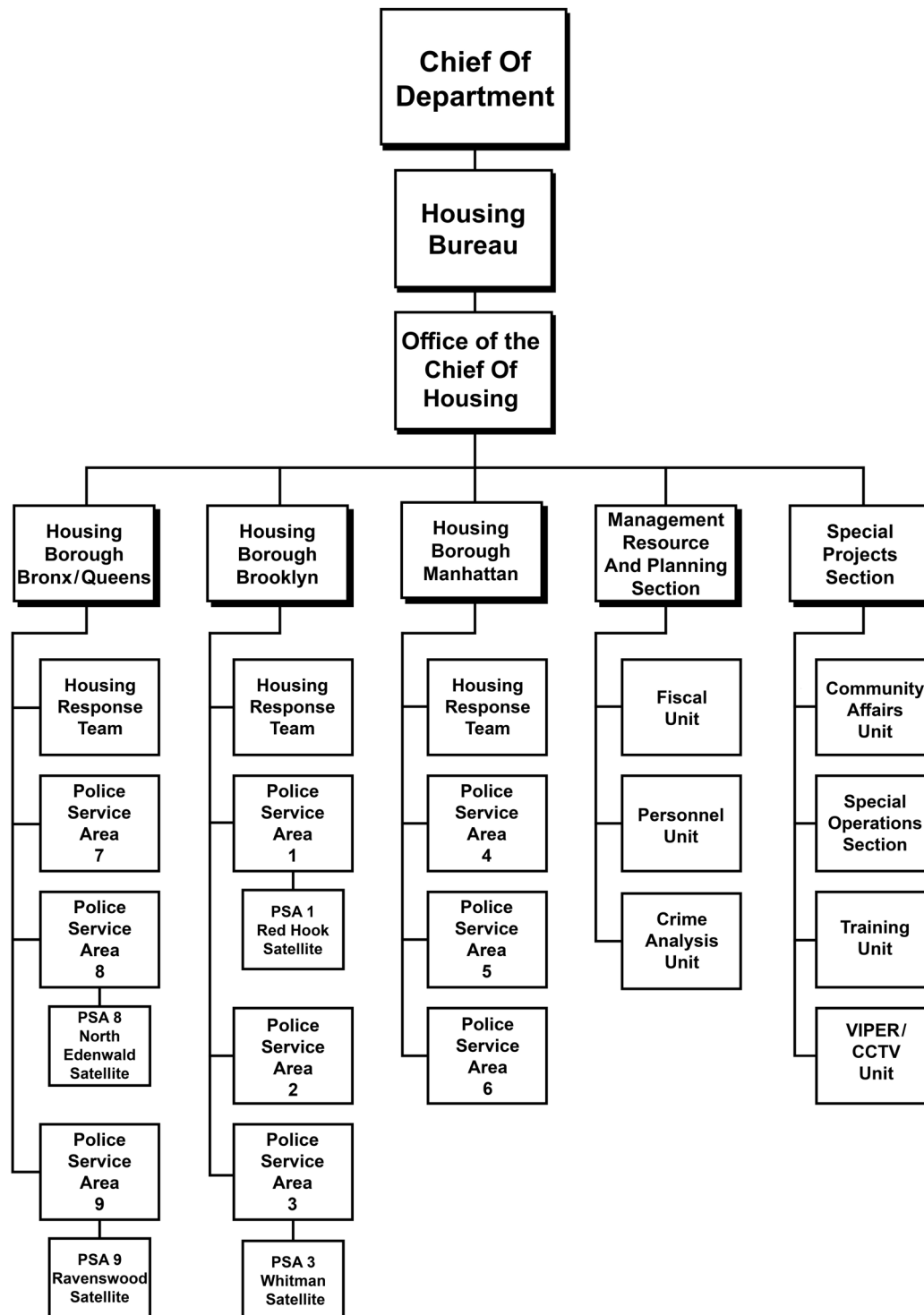
1. Responsible to document, process and collect probative latent prints, DNA, and ballistic evidence.
2. Responsible for the collection of evidence at crime scene that is not processed by the Crime Scene Unit.
3. Respond to the following index crimes, Burglary, Robbery, Felonious Assault, Grand Larceny and Grand Larceny Auto, as per the Evidence Collection

### **STATEN ISLAND FERRY SECURITY UNIT**

- (1) Patrol interior of Staten Island Ferry Terminal including all adjoining bus ramps, taxi stands and parking lots.
- (2) Patrol interior of Whitehall Ferry Terminal in Manhattan.
- (3) Provide security by having personnel assigned to each ferry.
- (4) Liaise with Department of Transportation regarding security measures.
- (5) Cultivate working relationships with proprietors of businesses located within Staten Island Ferry Terminal and Whitehall Ferry Terminal.
- (6) Assist precinct patrol personnel and investigative units (e.g., canvas for missing persons, perpetrators, etc.), as necessary.
- (7) Conduct counterterrorism related functions (e.g., bag checks, high visibility posts, etc.).

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<b>HOUSING BUREAU</b>			
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*Overhead command: Chief of Department*



**NYPD**  
New York City Police Department



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## **HOUSING BUREAU**

- MISSION** 1. Oversee police operations in public housing facilities under Housing Bureau jurisdiction.
- FUNCTIONS**
1. Reduce crime in public housing by developing and directing crime control strategies and programs.
  2. Provide for a high standard of quality of life by directing resources and enforcement toward violations and conditions detracting from the quality of life of residents of public housing.
  3. Maintain liaison and working partnership with the New York City Housing Authority (NYCHA).
  4. Develop community outreach programs and ensure responsiveness to the concerns and needs of residents of public housing.
  5. Coordinate police activities with other Department bureaus and units.
  6. Assure a high level of integrity.

## **OFFICE OF THE CHIEF OF HOUSING**

1. Perform administrative functions, staffing and management tasks.
2. Assist in direction, coordination and control of Management Resource and Planning Section, Special Project Section and Housing Bureau Commands.

## **MANAGEMENT RESOURCE AND PLANNING SECTION**

1. Oversee all activities within the Fiscal Unit, Personnel Unit, Housing Bureau Wheel, and Crime Analysis Unit.
2. Perform other duties as directed by the Chief of Housing.

### **FISCAL UNIT**

- (1) Coordinate, monitor and process federal funding received from Housing and Urban Development through the New York City Housing Authority.
- (2) Ensure the payment of all past purchases.
- (3) Monitor and coordinate Housing Bureau overtime budget.
- (4) Oversee acquisition and distribution of property purchased with various types of funding.
- (5) Account for and monitor expenditures of funds relating to the Other Than Personnel Services Budget (OTPS).
- (6) Account for all equipment assigned to the Housing Bureau.

### **PERSONNEL UNIT**

- (1) Serve as liaison between the Housing Bureau and police service area personnel.
- (2) Monitor and exchange information with the Personnel Bureau and the Human Capital Division.
- (3) Conduct surveys on civilian and uniformed personnel assigned to the Housing Bureau, when directed.
- (4) Monitor the movement of personnel within the Housing Bureau and make timely notifications to affected commands.



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### **HOUSING BUREAU WHEEL**

- (1) Inform the Chief of Housing and other ranking members of serious or newsworthy incidents.
- (2) Record all serious or newsworthy incidents and make proper notifications.
- (3) Gather command information and prepare daily report containing Housing Bureau personnel strength for both uniformed and civilian members of the service.
- (4) Maintain liaison with the Operations Unit relative to incidents that may affect NYCHA developments.
- (5) Maintain the NYCHA tenant database and conduct inquiries as authorized in the related Memoranda of Understanding.

### **CRIME ANALYSIS UNIT**

- (1) Track and analyze crimes occurring on NYCHA property.
- (2) Coordinate the efforts of police service area crime prevention officers in the identification of crime patterns.

### **SPECIAL PROJECTS SECTION**

1. Oversee all activities of the Housing Bureau Community Affairs Unit, Special Operations Section, VIPER/CCTV Unit, Training Unit and the Housing Bureau Counter-Terrorism Coordinator.
2. Assist with coordinating special projects for the Chief of Housing.
3. Act as liaison with NYCHA and other city agencies.
4. Perform other duties as directed by the Chief of Housing.

### **COMMUNITY AFFAIRS UNIT**

- (1) Coordinate activities of all community affairs officers assigned to the Housing Bureau.
- (2) Attend community based meetings and events.
- (3) Interact with the Housing Bureau Cadet Corps, Explorers and Auxiliary Police Programs.
- (4) Respond to community/crime incidents as directed by the Chief of Housing.
- (5) Represent the Bureau as a liaison with the Chief Community Affairs.

### **SPECIAL OPERATIONS SECTION**

- (1) Deploy personnel at the direction of the Chief of Housing.
- (2) Use crime analysis data to identify crimes committed against or affecting persons and property in public housing.
- (3) Coordinate efforts with PSA Commanders based on an analysis of violent crimes and current trends.

### **TRAINING UNIT**

- (1) Maintain all records and statistics of Housing Bureau training.
- (2) Research and develop specialized training for members of the Housing Bureau.
- (3) Provide training for the police service areas' training Supervisors.



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- (4) Coordinate efforts with the police service areas' training supervisors to ensure Housing Bureau members of the service attend all required training cycles.
- (5) Coordinate related training with the Housing Bureau Counter-Terrorism Coordinator.
- (6) Represent the Bureau as a liaison with Chief of Training.

#### **VIPER/CCTV UNIT**

- (1) Liaison to counterparts in the New York City Housing Authority and the Technical Assistance Response Unit.
- (2) Coordinate design, repair, installation and maintenance of CCTV systems.
- (3) Ensure personnel are trained in the operation and monitoring of equipment and notification process.

#### **HOUSING BOROUGH COMMANDS (BRONX/QUEENS, BROOKLYN AND MANHATTAN)**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with police service area commanders concerning police service area conditions and deployment of personnel.
3. Oversee Housing Response Teams.

#### **HOUSING RESPONSE TEAMS**

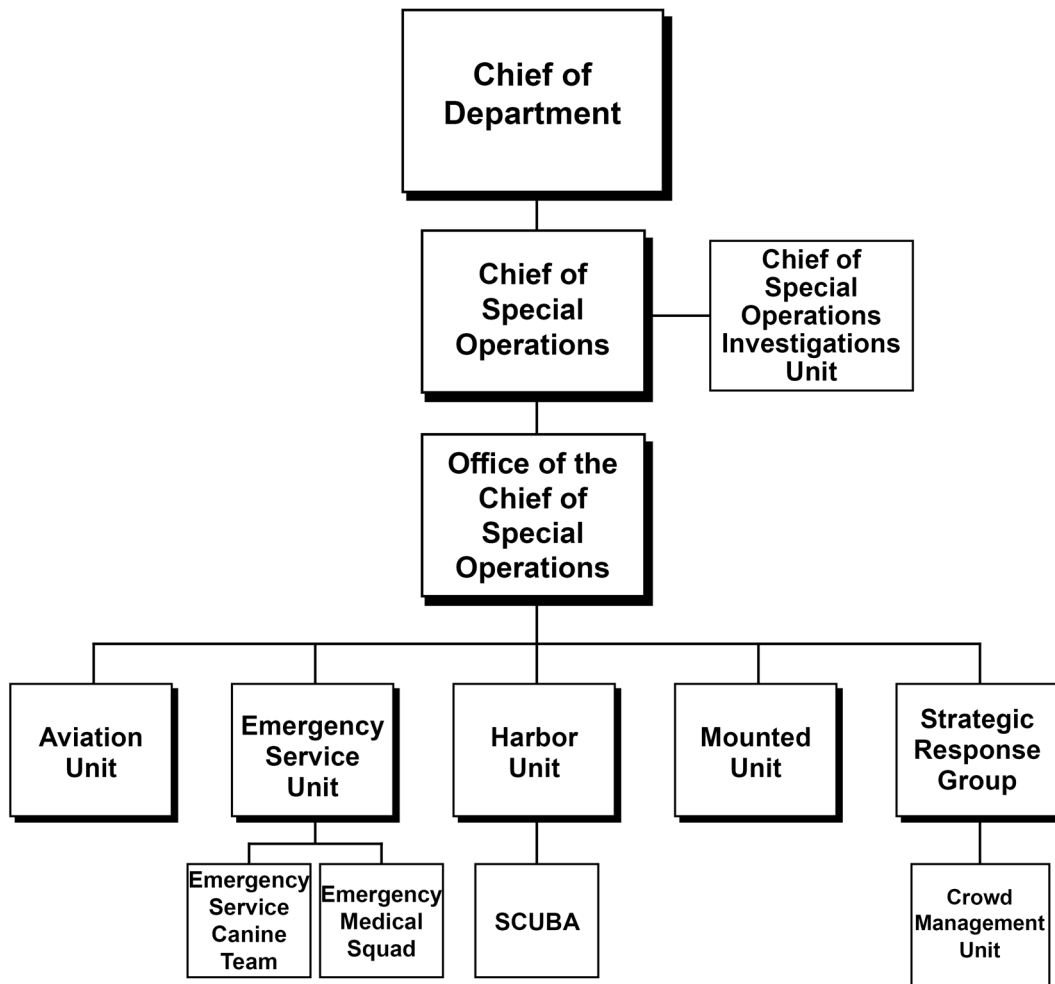
- (1) Coordinate with police service area commanders to identify crime and quality of life conditions in NYCHA developments.
- (2) Deploy resources in a focused manner to address crime and quality of life conditions.
- (3) Implement effective tactics to reduce crime and improve the quality of life in housing developments.

#### **POLICE SERVICE AREAS (See Organization Guide Appendix "B")**

- (1) Supervise patrol personnel within a police service area command.
- (2) Formulate plans for effective deployment of command personnel.
- (3) Enforce laws and ordinances.
- (4) Supervise Video Interactive Patrol Enhanced Response (VIPER) unit(s), if part of command.

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### **CHIEF OF SPECIAL OPERATIONS**

**MISSION**      1.      Deploy and manage resources and personnel assigned to the Chief of Special Operations to planned and unplanned events (i.e., details, emergencies, unusual occurrences, rescue operations, etc.) which require the expertise and equipment of specialized units to ensure public safety and to prevent and deter criminal/terrorist acts.

**FUNCTIONS**    1.      Oversee all activities of the Office of the Chief of Special Operations.

#### **CHIEF OF SPECIAL OPERATIONS INVESTIGATIONS UNIT**

1. Investigate misconduct cases, use of force incidents and outside guideline cases.
2. Conduct self-initiated investigations.
3. Conduct patrol monitoring including visits/inspections at all Special Operations facilities.
4. Conduct patrol/personnel monitoring of members assigned to patrol details and overtime posts.
5. Review command's self-inspection programs.
6. Review command's records and perform audits including time and payroll.

#### **OFFICE OF THE CHIEF OF SPECIAL OPERATIONS**

1. Assist in direction, coordination and control of the Aviation Unit, Co-Response Unit, Emergency Service Unit, Harbor Unit, Mounted Unit and Strategic Response Group.
2. Coordinate, evaluate and review all Special Operations patrol assignments in designated precincts.
3. Report to emergencies and assist in the designation of safety zones; hot, warm and cold.
4. Perform directed and supportive patrol to combat violent crime.
5. Provide specially trained and equipped personnel to respond and support requests for service from Department units to combat and apprehend perpetrators of violent crimes.
6. Coordinate counterterrorism deployments and pro-active surges at sensitive and iconic locations.
7. Oversee the purchase of new equipment and technology for Special Operations.

#### **AVIATION UNIT**

1. Provide aerial support to ground based units during enforcement or crime prevention activities.
2. Provide medical evacuation (medevac) service to critically injured persons in coordination with FDNY.
3. Conduct water bucket operations to extinguish brush and structural fires when requested by FDNY.
4. Provide support to Department units/outside agencies when the need for aerial surveillance, photographs or video recording is necessary.
5. Maintain search and rescue availability with the SCUBA Team twenty-four hours a day, seven days a week.



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6. Provide specialized equipment to Department units (i.e., Forward Looking Infrared, High-Intensity Search Light, etc.).
7. Provide HD video downlink feed to the Operations Unit, Office of the Chief of Special Operations and Tactical Operations Center, when requested.

### **EMERGENCY SERVICE UNIT**

1. Perform emergency patrol and respond to any police incident where field personnel require assistance, specialized equipment, specialized vehicles, small water crafts or tactical expertise.
2. Respond to all major events including terrorist acts, active shooters, WMD/HAZMAT/CBRNE incidents, serious collisions, building collapses, perpetrator/evidence searches, barricaded perpetrators/people in emotional crisis, hostage situations, search warrant entries, train rescues, animal control incidents and high angle rope/water rescue events, as needed.
3. Conduct search warrants, when requested.
4. Train and equip new members of ESU, ensuring successful completion of the Specialized Training School (STS).
5. Ensure NYPD FEMA Team members are properly trained and readily available for an effective response to, and recovery from manmade and natural disasters.
6. Oversee Emergency Service Canine Team (K9) and Emergency Medical Squad (EMS).

### **EMERGENCY SERVICE CANINE TEAM (K9)**

1. Perform canine patrol and respond to any incident where assistance may be needed.
2. Provide assistance to track, locate and/or search for missing persons, wanted suspects, lost property, evidence, narcotics, human remains and explosives.

### **EMERGENCY MEDICAL SQUAD (EMS)**

1. Provides a dedicated team uniformed members of the service that are qualified New York State Emergency Medical Technicians to distribute equipment and transportation to active and retired uniformed members of service and their immediate family members

### **HARBOR UNIT**

1. Respond to emergency calls for service in all navigable waters of New York City.
2. Conduct water search and rescue operations.
3. Provide a high profile law enforcement presence in New York waterways by protecting critical infrastructures accessible by water.
4. Perform counterterrorism initiatives (i.e., Operation Hercules, Operation Nexus, ferry escorts, choke points, waterside facility patrols, etc.) at sensitive coastal locations throughout the City.
5. Provide security patrols within New York waterways during large scale events (i.e., Fleet Week NYC, Macy's Fourth of July Fireworks, United Nations General Assembly, etc.).
6. Conduct joint operations with United States Coast Guard and Port of New York partner agencies.



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7. **Oversee SCUBA.**

**SCUBA**

1. Conduct search and recovery operations (i.e., submerged victims, surface water rescue, ice rescue, waterborne evidence search, etc.).
2. Conduct counterterrorism pro-active dive sweeps.

**MOUNTED UNIT**

1. Perform mounted patrol to provide a highly visible police presence throughout the City.
2. Deploy Mounted teams to scheduled and unscheduled demonstrations, parades and other events.
3. Support patrol in their crime reduction strategies.
4. Ensure the care and maintenance of active and retired Department horses.
5. Assist New York City's Department of Health and Mental Hygiene in the monitoring of the New York City's carriage horse industry.

**STRATEGIC RESPONSE GROUP**

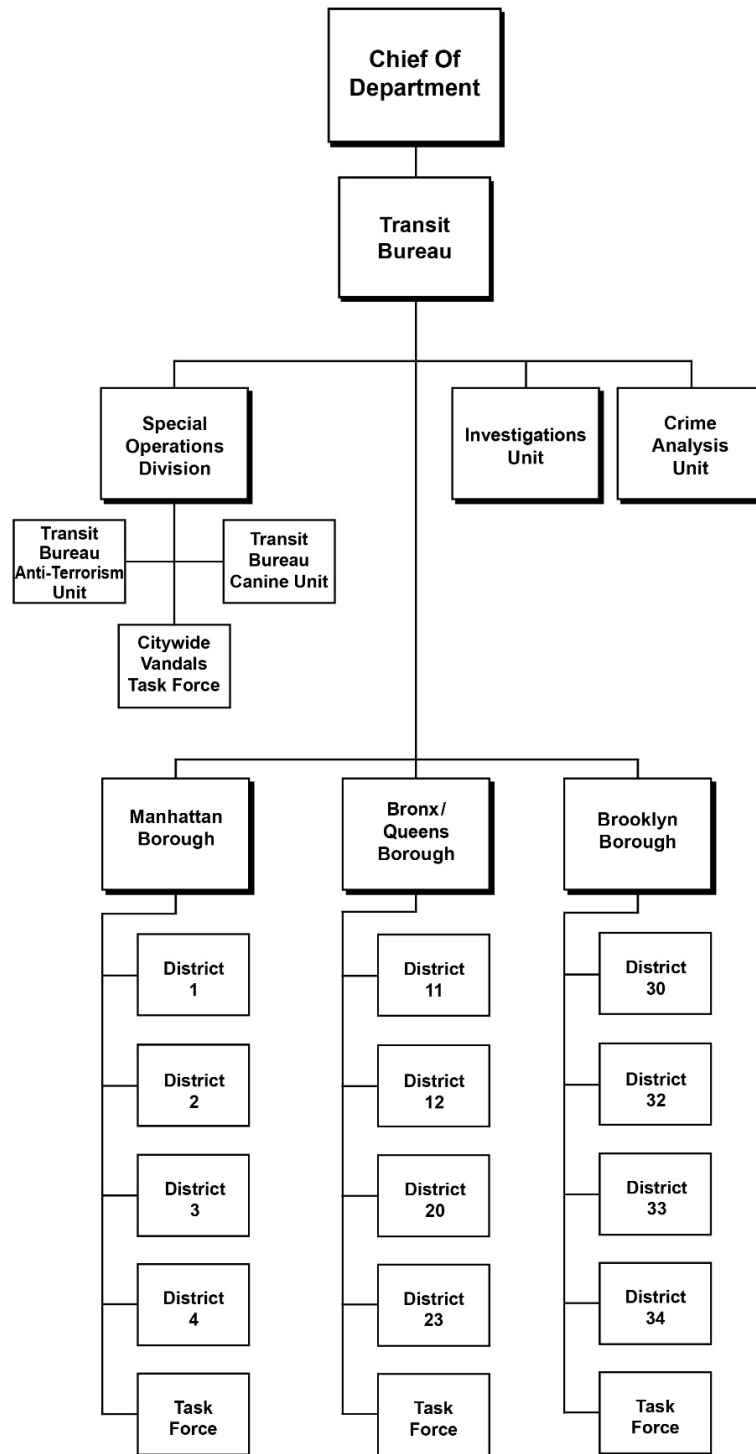
1. Deploy to designated precincts and zones to supplement patrol resources or other department initiatives.
2. Respond to mobilizations, civil disorders and major events with trained teams and equipment.
3. Maintain order by implementing effective crime and crowd control strategies.
4. Conduct daily counterterrorism deployments in conjunction with other Department units based upon current intelligence and threat assessments.
5. Respond to Critical Incident Response Capacity (CIRC) and Chemical Ordinance, Biological and Radiological Awareness (COBRA) deployments, as necessary.
6. Supervise the functions of the Crowd Management Unit.

**CROWD MANAGEMENT UNIT**

1. Maintain the department's Unusual Disorder Plan.
2. Develop crowd management and disorder control training for all uniformed members of the service.
3. Develop and conduct tabletop, command post and spontaneous drills to assess the Department's readiness to respond to varied

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## **TRANSIT BUREAU**

**MISSION**      1.      Provide for the safety and security of the New York City's subway system and its passengers.

**FUNCTIONS**      1.      Ensure the safety and order of all persons on the New York City rapid transit system.

                         2.      Reduce the fear and apprehension of the riding public.

                         3.      Serve as the Department's primary provider of police services to the transit system.

                         4.      Develop and implement comprehensive police initiatives which reflect the Department's overall crime and counterterrorism strategies and which are responsive to the needs of the riding public.

                         5.      Deploy and monitor police personnel and resources on the transit system to ensure their most appropriate use, as well as the most efficient police response to all incidents.

                         6.      Establish working relationships between Transit Bureau commands and corresponding units from other divisions and bureaus.

                         7.      Confer regularly with the appropriate management personnel from New York City Transit to address transit related public safety issues.

                         8.      Represent the Department at New York City Transit and Metropolitan Transportation Authority board meetings.

                         9.      Maintain liaison and communications with national and international transportation security partners and work with Regional Transit Working Groups, Peer Advisory Groups, the Transportation Security Administration (TSA), the American Public Transportation Association (APTA), the National Joint Terrorism Task Force Rail Security Program, and other relevant organizations to share intelligence and keep apprised of current transit security trends and policy matters.

### **CRIME ANALYSIS UNIT**

.      Assist in crime prevention and reduction by providing complete analysis of all transit crime on a City-wide basis.

### **INVESTIGATIONS UNIT**

1.      Conduct inspections, monitoring and audits to identify and correct misconduct and deficiencies and ensure the highest standards of integrity within the Transit Bureau.

2.      Implement integrity and quality control initiatives at the direction of the Chief of Transit.

### **SPECIAL OPERATIONS DIVISION**

1.      Provide selective patrol in designated areas when police hazards and emergencies require reinforced or specialized patrol.

2.      Respond to unusual crime patterns.

3.      Monitor and develop plans for maximizing the effectiveness of subordinate commands.

4.      Oversee, supervise, coordinate, and monitor the activities of the Citywide Vandals Task Force, Transit Bureau Canine Unit and the Transit Bureau Anti-Terrorism Unit.



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### **CITYWIDE VANDALS TASK FORCE**

1. Prevent and reduce all occurrences of graffiti and vandalism city-wide.

### **TRANSIT BUREAU ANTI-TERRORISM UNIT**

1. Patrol public subway and surface transportation systems in uniform to deter terrorism and crime.
2. Conduct container screenings.
3. Perform Train Order Maintenance Sweeps (T.O.M.S.) to provide a highly-visible uniform presence on platforms and trains and inspect incoming trains for criminal activity and other violations.
4. Employ Hostile Surveillance Detection (H.S.D.) to avert exploitation of structural and procedural deficiencies.
5. Inspect subway emergency exits, bridges, and underwater passageways linking boroughs.
6. Participate in radiation initiative exercises to detect various radiological sources.
7. Deploy radiation detection technology to detect radiological threats within the subway system.
8. Participate in Multi Agency Super Surges (M.A.S.S.) at major transportation hubs such as, Penn Station, Grand Central, Atlantic Avenue and Jamaica Center.
9. Serve as the Transit Bureau's primary response resource for critical incidents and enhanced security deployments.
10. Provide police presence on trains and conduct train patrols, including across borough boundaries, based on crime trends or as otherwise directed.

### **TRANSIT BUREAU CANINE UNIT**

1. Maintain high visibility when patrolling transit system trains and stations.
2. Deploy as directed, to large gatherings, special events, and counterterrorism assignments.
3. Provide support in criminal apprehension, tracking/trailing of suspects/missing persons, evidence recovery, building/tunnel/area searches for felony suspects, search and rescue, human remains detection, explosives detection, passenger screening, mass transit patrol, etc.

### **TRANSIT BOROUGH COMMANDS (MANHATTAN, BRONX/QUEENS, AND BROOKLYN)**

1. Coordinate, direct and supervise personnel within the borough command.
2. Confer with district commanders concerning district conditions and deployment of personnel.

### **BOROUGH TASK FORCES (MANHATTAN, BRONX/QUEENS, AND BROOKLYN)**

1. Provide a mobile contingent of uniformed members of the service to facilitate response to police conditions.

### **TRANSIT DISTRICTS (See Organization Guide: Appendix "C")**

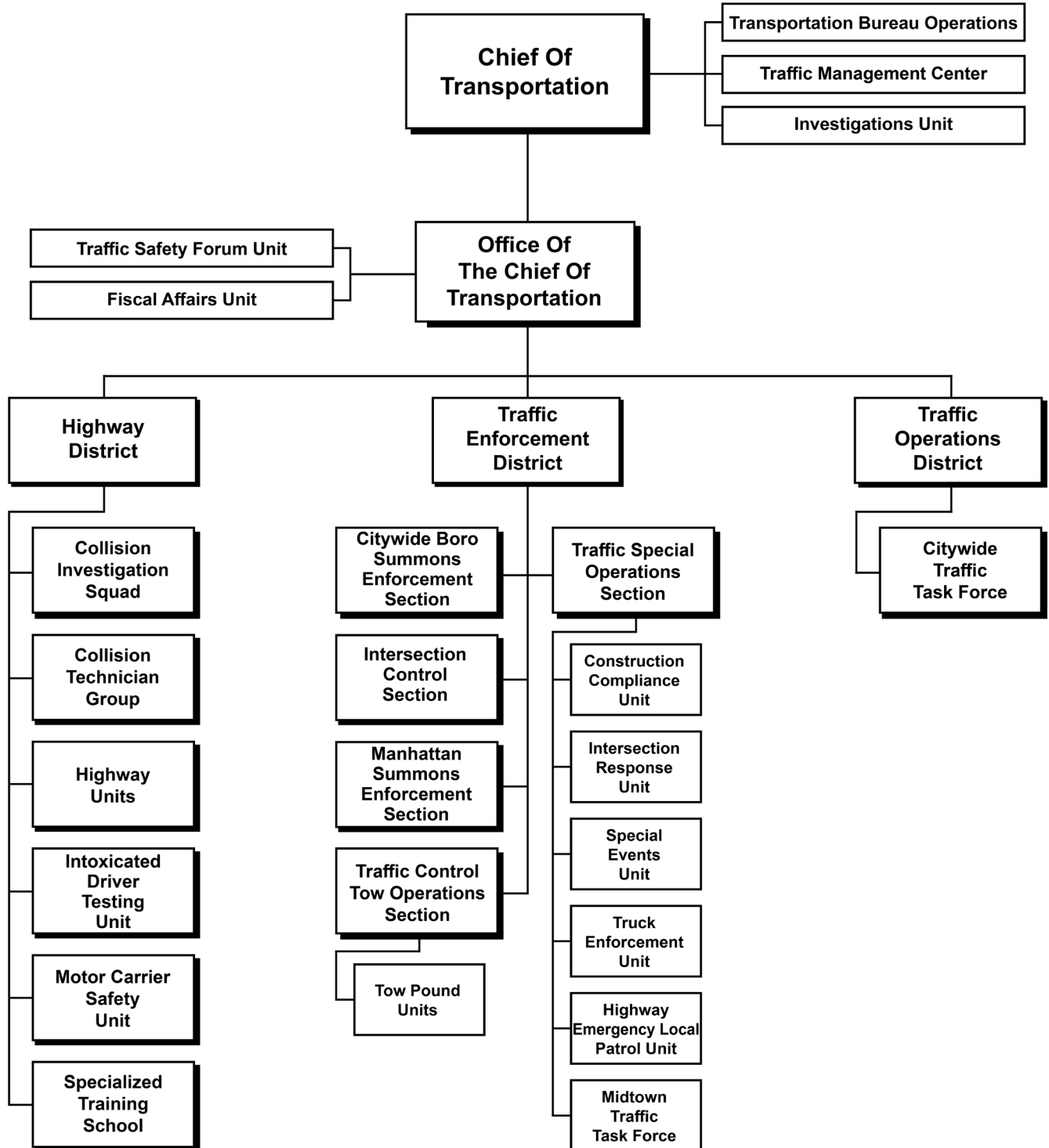
1. Supervise patrol personnel within a district.
2. Formulate plans for effective deployment of command personnel.
3. Enforce laws and ordinances.



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## **CHIEF OF TRANSPORTATION**

- MISSION**
1. To promote the safety and security of all people who use New York City streets by:
    - a. Enhancing the safety of pedestrians, bicyclists, motorists, and passengers,
    - b. Enforcing all laws, ordinances, and rules that affect various modes of transportation, and
    - c. Ensuring the expeditious flow of traffic on the City's streets and highways.
- FUNCTIONS**
1. Develop and implement comprehensive strategies that are designed to achieve the Department's overall mission of ensuring safe, efficient transportation within the City of New York.
  2. Develop, implement, and oversee Citywide collision reduction initiatives that include enforcement, engineering, and education components designed to address specific types of collisions (e.g., pedestrians, bicycle, motorcycle, etc.).
  3. Coordinate the Department's resources (patrol boroughs and precincts) and ensure that they are focused on effectively addressing vehicle collisions of all types.
  4. Oversee the Office of the Chief of Transportation, Highway District, Traffic Enforcement District and Traffic Operations District.
  5. Directly oversee the Transportation Bureau Operations, Traffic Management Center and Investigations Unit.

### **TRANSPORTATION BUREAU OPERATIONS**

1. Serve as the Transportation Bureau's primary repository of information regarding planned events (i.e., parades, demonstrations, etc.), prepare related traffic management plans and assist in plan implementation and oversight.
2. Maintain liaison with the Operations Unit regarding assignment of Transportation Bureau and/or outside command members to upcoming traffic details.
3. Assist in the coordination of Transportation Bureau resources at the scene of unplanned events, emergencies, etc.
4. Prepare and maintain post-event critiques for both planned and unplanned events to assess operational effectiveness.
5. Process requests for Transportation Bureau resources by outside units.

### **TRAFFIC MANAGEMENT CENTER**

1. Improve the flow of traffic and promote vehicular and pedestrian safety by using advanced traffic control surveillance and monitoring equipment.
2. Gather and disseminate information relating to incidents which would have an adverse effect on traffic, such as collisions, fires, building collapses, or water main breaks, in conjunction with the New York City and New York State Departments of Transportation.
3. Exchange traffic information with various public and private entities such as Transcom, and the Metropolitan Transportation Authority, and the Port Authority of New York/New Jersey.



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4. Monitor surveillance cameras located throughout the City to ensure proper and coordinated responses to traffic incidents by City agencies.
5. Provide recommendations on traffic light sequence and timing changes to reflect changing traffic conditions.
6. Provide information on traffic congestion or street closures to the New York City Office of Emergency Management and the local media outlets for immediate dissemination to the motoring public.
7. Issue Citywide AMBER/SILVER alerts in conjunction with partner agencies when requested by the New York State Police.

#### **INVESTIGATIONS UNIT**

1. Comply with and perform the duties and responsibilities as outlined in Patrol Guide 202-10a, "Commanding Officer, Investigations Units."

#### **OFFICE OF THE CHIEF OF TRANSPORTATION**

1. Perform administrative functions and be responsible for oversight of staff members.
2. Oversee the Traffic Safety Forum Unit and Fiscal Affairs Unit.
3. Administer the communications program.
4. Assist in oversight of the Traffic Operations District, Highway District, Traffic Enforcement District, Transportation Bureau's Operations Unit, and Traffic Management Center.
5. Oversee the Chief of Transportation's outreach efforts.

#### **TRAFFIC SAFETY FORUM UNIT**

1. Serve as the primary repository of collision related data (collisions, arrests, summonses, etc.) for the Transportation Bureau.
2. Analyze collision data and provide statistical reports to the Chief of Department and executive staff.
3. Identify collision patterns, clusters and trends for inclusion in Transportation Bureau collision reduction initiatives.
  - a. Coordinate with representatives from the Patrol Services Bureau in scheduling collision reduction initiatives.
  - b. Evaluate the effectiveness of collision reductive initiatives.
4. Evaluate the effectiveness of borough and precinct traffic safety programs.
5. Review traffic engineering and intelligence reports.
6. Review educational and community traffic safety outreach programs.
7. Maintain a liaison with City, State, and Federal agencies regarding traffic issues.

#### **FISCAL AFFAIRS UNIT**

1. Be responsible for processing and monitoring the Transportation Bureau's overtime budget, other than personal service (OTPS) budget, and all grant money awarded to the bureau and its sub-units.
2. Process all requests for purchases/expenditures by all bureau sub-units.

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3. Maintain liaison with the Office of the Deputy Commissioner of Management and Budget, and the Grants Unit to ensure that all budgeted money is being spent appropriately.

### **HIGHWAY DISTRICT**

1. Patrol limited access highways in order to facilitate the free movement of traffic, as well as promote public safety, relative to the operation of motor vehicles.
2. Investigate collisions and make recommendations to the Department of Transportation for signage and engineering improvements to enhance highway safety.
3. Enforce Federal, State and City regulations that pertain to the transportation of hazardous materials in the motor freight industry.
4. Monitor trucks at major bridges, tunnels, and local streets to ensure compliance with local/state truck regulations concerning equipment, inspections, etc.
5. Weigh trucks in order to identify those that are overweight, and enforce posted weight limits on bridges and roadways.
6. Monitor the performance of tow companies (i.e., conduct inspections of facilities, personnel and equipment, etc.) that participate in the Authorized Arterial Tow Program.
7. Act as a liaison between the Arterial Tow Program tow companies and the Department in order to clarify directives, set policy, identify and rectify problems to ensure effective operations.
8. Direct tow companies during weather related emergencies.
9. Conduct training (i.e., entry level, R.A.D.A.R., S.A.F.E. program, Advanced RMP Operation course, motorcycle operation course, etc.) for Highway District and non-highway district personnel.
10. Oversee Highway Units # 1, 2, 3, and 5, Collision Investigation Squad, Collision Technician Group, Intoxicated Driver Testing Unit and the Highway District's Specialized Training School, ensuring that they perform assigned functions.

### **COLLISION INVESTIGATION SQUAD**

1. Conduct investigations involving serious vehicle/bicycle collisions in which an individual suffers death, serious injury and is likely to die, or critical injury.
2. Conduct mechanical examination of vehicles that are involved in serious vehicle collisions in which an individual suffers death, serious injury and likely to die, or critical injury.
3. Conduct follow-up investigations of incidents not initially investigated by the Collision Investigation Squad in which an individual injured in the collision later dies.
4. Determine if there is any criminality involved during the initial and follow-up investigation and affix culpability, where appropriate.
5. Report results of follow-up investigations to the District Attorney concerned.

### **COLLISION TECHNICIAN GROUP**

1. Respond to collision investigation requests involving vehicle/bicycle collisions in which an individual suffers death, serious injury and likely to die, or critical injury.



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2. Conduct Standardized Field Sobriety Testing (SFST) and administer Preliminary Breath Test (PBT) to all operators involved in collision.
3. Process collision investigation scene upon conferral with assigned detective(s)/investigator(s) of Highway District Collision Investigation Squad.
4. Prepare and forward all reports, including any subsequent reports directly related to collision investigation, to the Highway District Collision Investigation Squad.

### **HIGHWAY UNITS**

1. Perform patrol in marked and unmarked vehicles, as well as on motorcycles, in order to maintain the orderly flow of traffic.
2. Ensure motorist compliance with various traffic laws.
3. Enforce all laws and give special attention to offenders driving while intoxicated, drivers with suspended or revoked licenses, and those involved in drag racing, speeding and other similar infractions.
4. Conduct chemical tests of persons charged with intoxicated or impaired driving.
5. Provide personnel and escorts for large scale events, and for the protection of dignitaries visiting New York City.
6. Highway units are divided geographically as follows:
  - a. **Highway Unit #1** - Coextensive with the territorial boundaries of the borough of the Bronx, including the roadways exiting and approaching the Bronx end of the Whitestone, Throgs Neck, Robert F. Kennedy, Henry Hudson and the George Washington Bridge that are directly accessible to arterial highways. Additionally, have jurisdiction over the arterial highways located within the territorial boundaries of the borough of Manhattan, including the roadways exiting and approaching all East River crossings, Henry Hudson Bridge, and the George Washington Bridge that are directly accessible to arterial highways.
  - b. **Highway Unit #2** - Coextensive with the territorial boundaries of the borough of Brooklyn, including roadways exiting and approaching the Brooklyn end of the Verrazano Bridge, Hugh L. Carey Tunnel, and all East River crossings that are directly accessible to arterial highways.
  - c. **Highway Unit #3** - Coextensive with the territorial boundaries of the borough of Queens, including roadways exiting and approaching the Queens end of the Queens Midtown Tunnel, Whitestone Bridge, Robert F. Kennedy Bridge and the Throgs Neck Bridge that are directly accessible to arterial highways and the Jackie Robinson Parkway from the Grand Central Parkway to Jamaica Avenue.
  - d. **Highway Unit #5** - Coextensive with the territorial boundaries of the borough of Staten Island, including roadways exiting and approaching the Staten Island end of the Verrazano Bridge, Goethals Bridge, and Outer Bridge Crossing and Bayonne Bridge that are directly accessible to arterial highways.

### **INTOXICATED DRIVER TESTING UNIT**

1. Provide technical and administrative oversight of the Department's Breath-Alcohol Testing Program.





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2. Responsible for the development and review of protocols, policies and procedures related to Intoxicated Driver Testing.
3. Perform maintenance, calibrations and repairs of Evidentiary Breath-Alcohol Testing Instruments and Preliminary Breath Testing Instruments.
4. Maintain business records relating to calibration and maintenance of instruments.
5. Conduct training for members of the service in the following courses: New York State Breath Analysis Operator Course, DWI Detection and Standardized Field Sobriety Testing Course, Drug Impaired Driving Course, and Preliminary Breath Test Instrument Course.
6. Provide technical testimony in court proceedings.

#### **MOTOR CARRIER SAFETY UNIT**

1. Enforce Federal, State and City regulations that pertain to the transportation of hazardous materials in the motor freight industry.
2. Conduct Commercial Motor Vehicle inspections as delineated by the Federal Motor Carrier Safety Administration.
3. Liaise with New York State Department of Transportation Motor Carrier Compliance Unit.
4. Conduct training for members of service.
5. Conduct all escorts for over dimensional vehicles as defined by New York City Department of Transportation.
6. Establish a billing protocol for monetary reimbursement for over dimensional escorts performed.

#### **SPECIALIZED TRAINING SCHOOL**

1. Responsible for conducting in-service training for all motor vehicle related courses.

#### **TRAFFIC ENFORCEMENT DISTRICT**

1. Develop and implement strategies to expedite the movement of traffic.
2. Enforce laws and regulations related to the movement or parking of vehicles on the streets of the City.
3. Oversee and ensure the proper and effective performance of duty by the Citywide Borough Summons Enforcement Section, Intersection Control Section, Manhattan Summons Enforcement Section, Traffic Control Tow Operations Section and the Traffic Special Operations Section.

#### **CITYWIDE BOROUGH SUMMONS ENFORCEMENT SECTION (BX, BS, BN, QS, QN, SI)**

1. Enforce traffic rules and parking regulations as they apply to vehicles that are parked, standing, or stopped.

#### **INTERSECTION CONTROL SECTION**

1. Ensure the safe and efficient movement of traffic by assigning personnel to perform intersection control duties throughout the City.



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2. Assign personnel to perform intersection control duties in vicinity of construction sites, as appropriate.
3. Oversee the North Intersection Control Unit, South Intersection Control Unit, and the Lower Manhattan Intersection Control Unit.
  - a. **North Intersection Control Unit**
    - (1) Ensure the safe and orderly movement of traffic through intersections and at other designated locations in Queens, the Bronx, and Patrol Borough Manhattan North.
  - b. **South Intersection Control Unit**
    - (1) Ensure the safe and orderly movement of traffic through intersections and at other designated locations in Queens, the Bronx, and Patrol Borough Manhattan South (other than the area between Chambers Street and the Battery).
  - c. **Lower Manhattan Intersection Control Unit**
    - (1) Ensure the safe and orderly movement of traffic through intersections and at other designated locations in lower Manhattan.

#### **MANHATTAN SUMMONS ENFORCEMENT SECTION (MS, MN)**

1. Enforce traffic rules and parking regulations as they apply to vehicles that are parked, standing, or stopped.

#### **TRAFFIC CONTROL TOW OPERATIONS SECTION**

1. Oversee Tow Pound Units, ensuring that they perform assigned functions.
  - a. **Tow Pound Units (Manhattan, Queens, Bronx, Brooklyn)**
    - (1) Remove or temporarily immobilize vehicles which are in violation of motor vehicle laws, traffic rules, and parking regulations.
    - (2) Relocate vehicles for special events, such as parades, demonstrations, film productions and dignitary and presidential visits to New York City.

#### **TRAFFIC SPECIAL OPERATIONS (TSO) SECTION**

1. Address traffic problems, special events and emergencies on a City-wide basis.
2. Oversee Construction Compliance Unit, Intersection Response & Special Events Unit, Truck Enforcement Unit, the Highway Emergency Local Patrol (H.E.L.P.) Unit, and the Midtown Traffic Task Force ensuring that they perform assigned duties.
  - a. **Construction Compliance Unit**
    - (1) Inspect construction sites throughout the City, for violations of, or non-compliance with, restrictions listed on construction permits.
    - (2) Issue summonses returnable to N.Y.C. Criminal Court or the Environmental Control Board for violations of the City's Administrative Code or of state law.
  - b. **Intersection Response Unit**
    - (1) Respond to targeted locations and address persistent illegal parking problems Citywide.

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- c. **Special Events Unit**
  - (1) Coordinate the assignment of members assigned to planned and unplanned events such as details, parades, demonstrations.
- d. **Truck Enforcement Unit**
  - (1) Monitor trucks at major bridges, tunnels, and local streets to ensure compliance with local/state truck regulations concerning equipment, inspections, etc.
  - (2) Weigh trucks in order to identify those that are overweight, and enforce posted weight limits on bridges and roadways.
- e. **Highway Emergency Local Patrol (H.E.L.P.) Unit**
  - (1) Provide free roadside assistance and minor repairs to disabled vehicles on designated highways.
- f. **Midtown Traffic Task Force**
  - (1) Serve as the district's initial rapid response capability to emergencies, unplanned events, etc.
  - (2) Proactively address traffic issues that impede the flow of traffic or create safety hazards.
  - (3) Perform intersection control duties, issue parking summonses, and request the response of tow pound resources, as necessary, to keep traffic moving.

### **TRAFFIC OPERATIONS DISTRICT**

- 1. Develop and implement strategies to enhance safety and reduce collisions within the City.
- 2. Oversee the Citywide Traffic Task Force and ensure that members are routinely briefed on current collision patterns, clusters, and trends.
- 3. Confer with Commanding Officer, Citywide Traffic Task Force regarding the assignment of personnel to address traffic conditions/complaints such as commuter vans, taxi cabs, bus layover, speeding, etc., and ensure appropriate action is taken to address same.

### **CITYWIDE TRAFFIC TASK FORCE**

- 1. Assign personnel strategically to achieve the greatest benefit in reducing collisions and enhancing safety.
- 2. Obtain collision data analysis from the Chief of Transportation's Trafficstat Unit to assist in deployment of resources.
- 3. Participate in Transportation Bureau collision reduction initiatives, and planned events such as parades, demonstrations, rallies, details, etc.
- 4. Respond to unplanned events that obstruct traffic such as fires, building collapses, crashes, water-main breaks, other emergencies, etc.
- 5. Address community complaints related to traffic, buses, and taxi cabs.
- 6. Conduct focused enforcement to address speeding vehicles, illegal commuter vans, taxi and livery cabs, vehicles that obstruct bus lanes, etc.
- 7. Coordinate with the Taxi and Limousine Commission regarding enforcement of taxi cab and for-hire vehicle violations.



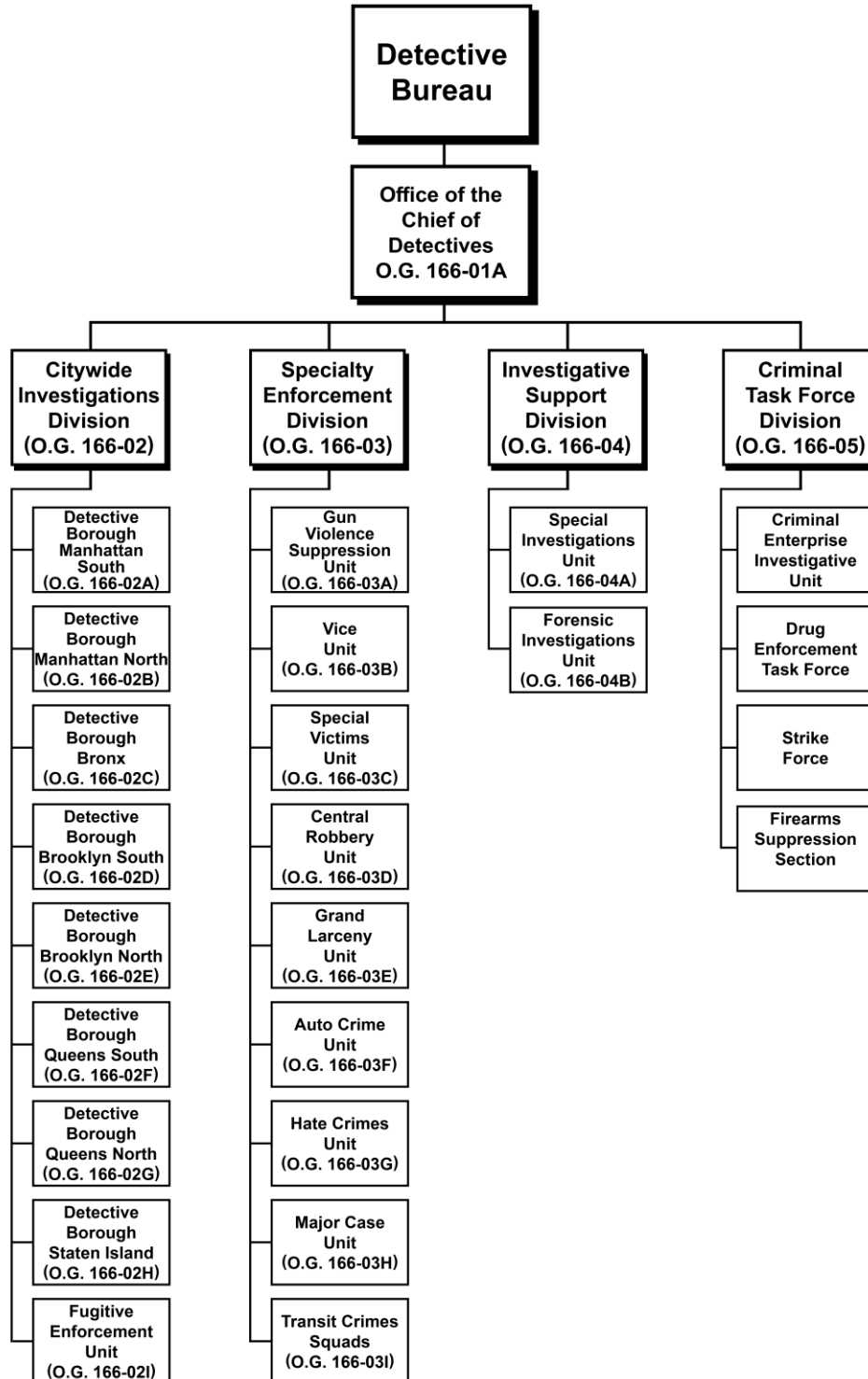
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8. Ensure that commercial vehicles operate in compliance with Federal, State, and local regulations regarding vehicle maintenance, proper permitting, medical requirements, etc.
9. Place commercial vehicles “out of service” for safety violations, as appropriate.
10. Conduct joint commercial vehicle enforcement initiatives with other City and State agencies, in addition to patrol boroughs and precincts.

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Overhead command: Chief of Department



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## **DETECTIVE BUREAU**

**MISSION**      Exact maximum efficient performance of detective operations.

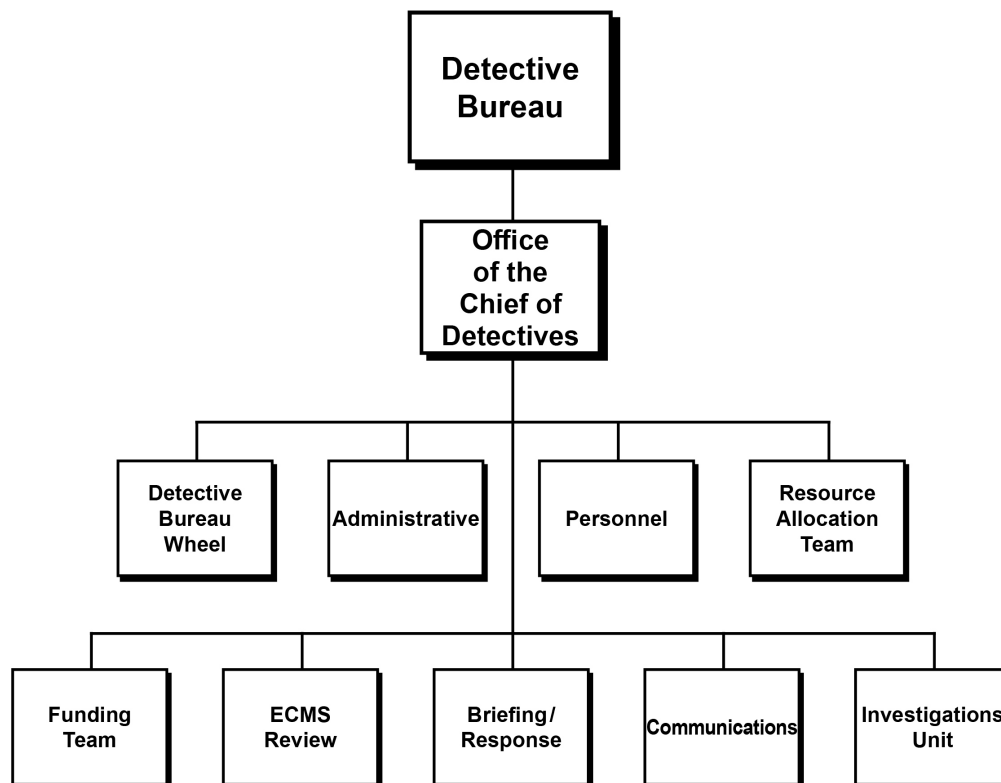
- FUNCTIONS**
1. Provide in-depth investigations of serious crimes to achieve arrest and conviction of offenders.
  2. Investigate complaints referred to the Detective Bureau.
  3. Conduct directed surveillance.
  4. Conduct identification procedures to develop and determine Probable Cause.
  5. Conduct extradition proceedings.
  6. Locate missing and wanted persons.
  7. Identify unknown persons.
  8. Liaise with other law enforcement agencies.
  9. Recover stolen property.
  10. Provide investigative personnel for District Attorney and Department of Investigation Squads and exercise staff supervision over same.
  11. Manage and maintain Confidential Informants.
  12. Initiate investigations of controlled substance law violations.
  13. Investigate and enforce laws relating to the illegal sale of alcoholic beverages and apprehend persons who violate such laws.



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<b>OFFICE OF THE CHIEF OF DETECTIVES</b>		
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*Overhead command: Detective Bureau*



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### **OFFICE OF THE CHIEF OF DETECTIVES**

1. Perform confidential administrative functions, short term planning and organizing, staffing and management tasks.
2. Monitor and develop plans for optimizing the allocation of resources with the commands under the jurisdiction of the Detective Bureau.
3. Liaise with other Bureaus within the Department regarding information management.

#### **DETECTIVE BUREAU WHEEL**

1. Record information on significant incidents and ensure proper notifications are made.
2. Function as a notification center and information repository to Detective Bureau executives and designated units within the Detective Bureau.
3. Make timely notifications to the overhead command as deemed by the Chief of Detectives.

#### **ADMINISTRATIVE**

1. Maintain and manage the schedule of the Chief of Detectives.
2. Perform administrative duties directed by the Chief of Detectives. □

#### **PERSONNEL**

1. Coordinate personnel allotment, movement and transfers.
2. Coordinate the distributions of details assigned from overhead commands and disseminate said assignments.
3. Maintain force figures for the Detective Bureau.

#### **RESOURCE ALLOCATION**

1. Review and revise the Detective Bureau budget.
2. Perform quality assurance on all Department safes.
3. Purchase, stock and allocate perishable and technical equipment for Detective Bureau use.
4. Manage and distribute "Other-Than-Personnel-Spending" (OTPS) and Federal Forfeiture funds.
5. Establish liaison with the Fleet Services Division regarding Detective Bureau vehicles, registrations and pool plates.
6. Manage Confidential Investigation Fund for distribution to detective boroughs and specialty units.
7. Administer the Detective Bureau's human resources as directed by the Chief of Detectives.
8. Act as liaison with the Office of the First Deputy Commissioner, Chief of Department and the Chief of Personnel.
9. Advise the Chief of Detectives and borough/division commanders of personnel issues, procedures and trends.

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### **FUNDING TEAM**

1. Evaluate, recruit and access candidates for undercover operations and/or assignments.
2. Liaise with undercover members of the service.
3. Provide support for members of the service performing undercover operations and/or assignments.

### **CONFIDENTIAL IDENTIFICATION AND FISCAL UNIT**

1. Provide undercover members of the service with necessary fraudulent instruments (i.e., false identification, etc.).
2. Provide funds and other equipment necessary for an uncover member of the service to operate (i.e., phones, etc.).

### **ECMS REVIEW**

1. Review cases for COMPSTAT.
2. Prepare the Chief of Detectives for COMPSTAT.

### **BRIEFING/RESPONSE**

1. Keep all executives in the Chief of Detectives Office apprised of all shootings, homicides and other incidents of importance.
2. Respond to incidents directed by the Chief of Detectives.

### **COMMUNICATIONS**

1. Receive, log and properly distribute all incoming and outgoing communications regarding Detective Bureau operations.
2. Receive and disseminate all travel documents of Detective Bureau personnel.

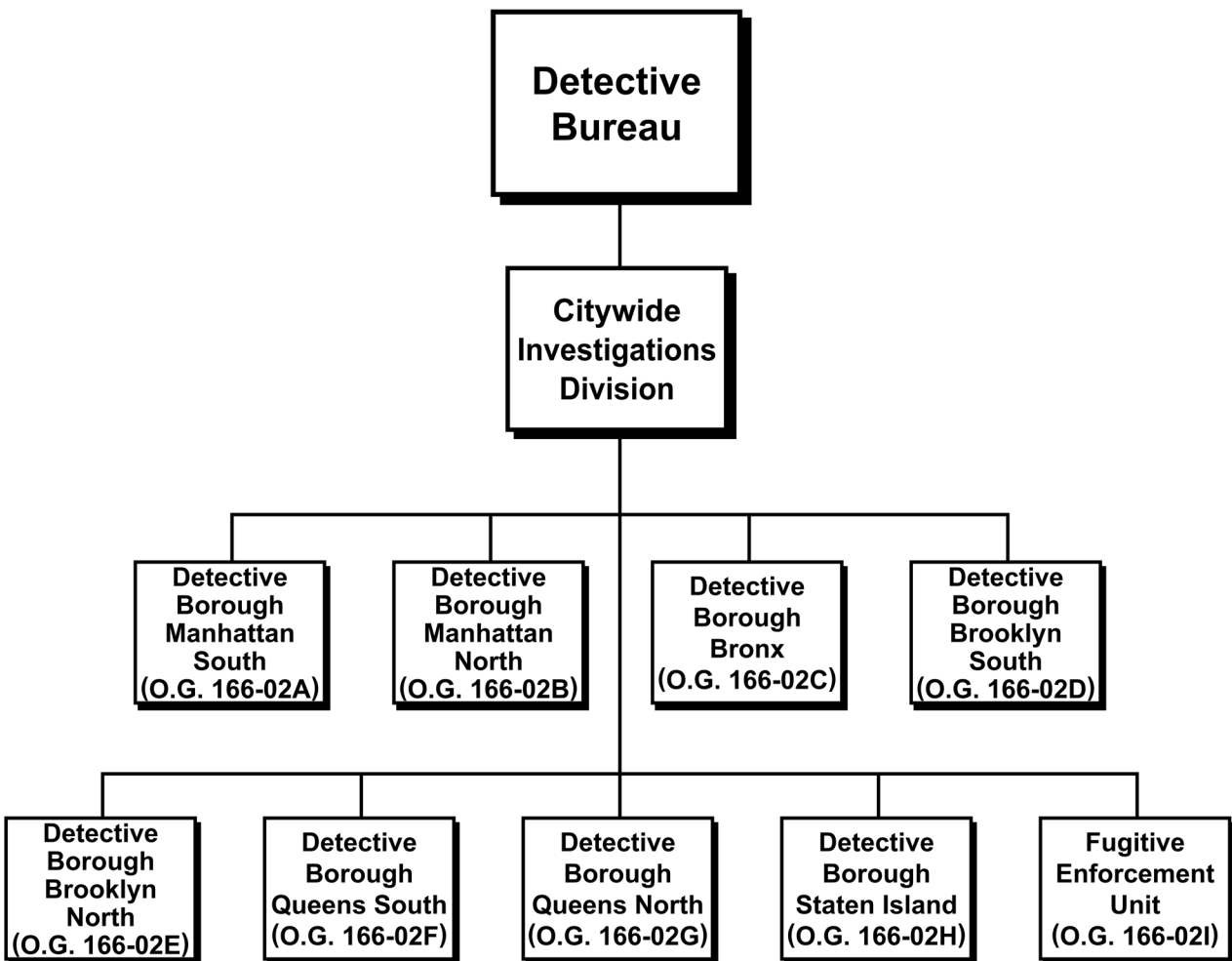
### **INVESTIGATIONS UNIT**

1. Conduct self-initiated investigations.
2. Review self-inspection programs.
3. Review command's records and perform audits including time and payroll. □



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<b>CITYWIDE INVESTIGATIONS DIVISION</b>		
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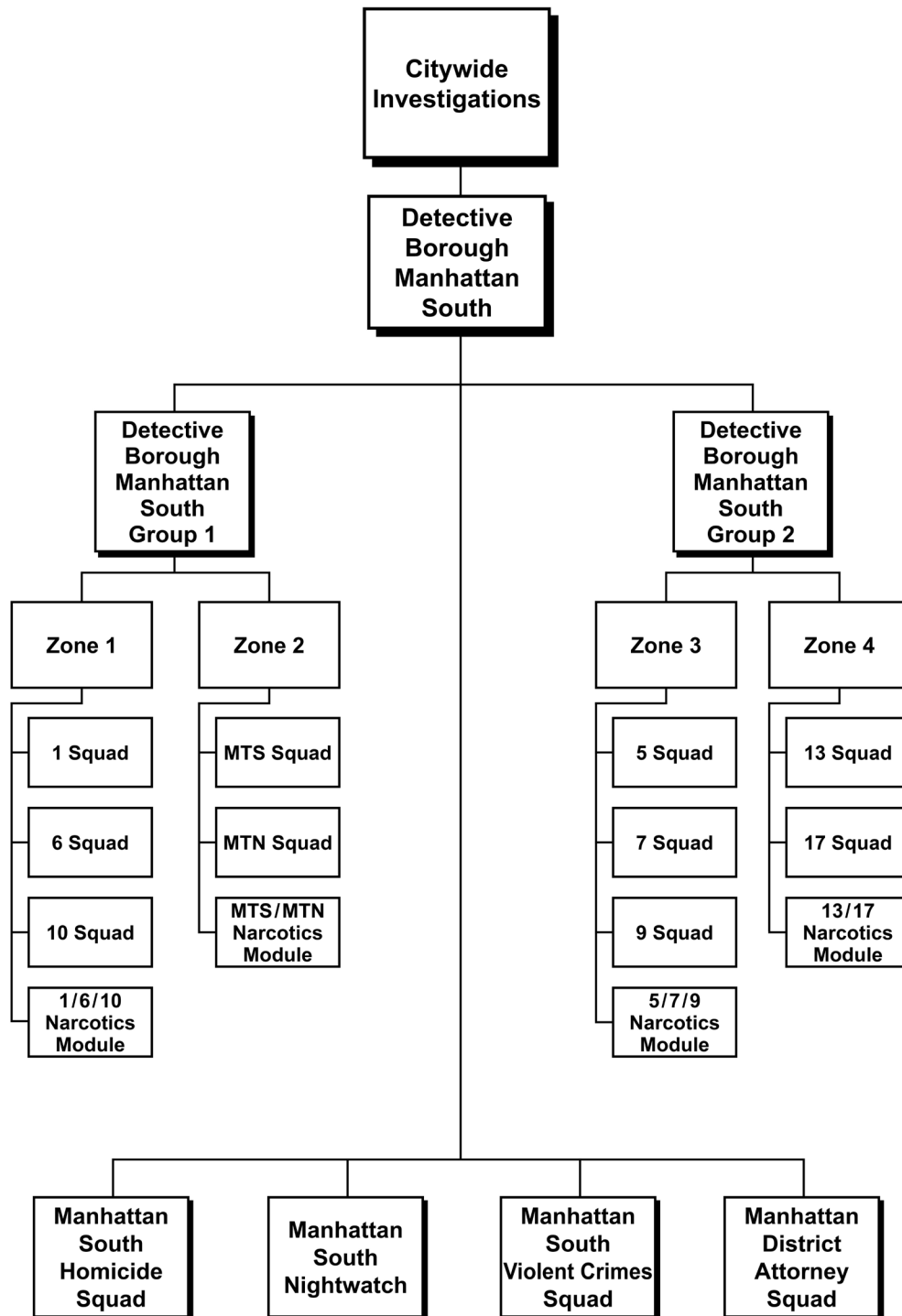
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### **CITYWIDE INVESTIGATIONS DIVISION**

1. Oversee operations for each Detective Borough.

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### **DETECTIVE BOROUGH MANHATTAN SOUTH**

1. Ensure all Precinct Detective Squads are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD Investigative Unit Commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or Preliminary Investigation Worksheet (P.I.W.) are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Manhattan South Group 1 consisting of Zones 1 and 2 and Group 2 consisting of Zones 3 and 4, Manhattan South Homicide, Manhattan South Nightwatch, Manhattan South Violent Crimes Squad and Manhattan District Attorney Squad.

### **DETECTIVE BOROUGH MANHATTAN SOUTH GROUP 1**

1. Oversee Detective Bureau Zone 1 and 2.
  - a. **Zone 1 (1 Precinct Detective Squad, 6 Precinct Detective Squad, 10 Precinct Detective Squad and 1/6/10 Narcotics Module)**
    - (1) Oversee 1 Precinct Detective Squad, 6 Precinct Detective Squad, 10 Precinct Detective Squad and 1/6/10 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who



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- violate such laws within the geographical area of responsibility.
- 2. Initiate investigations of controlled substance law violations.
- b. **Zone 2 (MTS Precinct Detective Squad, MTN Precinct Detective Squad and MTS/MTN Narcotics Module)**
  - (1) Oversee MTS Precinct Detective Squad, MTN Precinct Detective Squad and MTS/MTN Narcotics Module.
    - a. **Precinct Detective Squad**
      - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      - 2. Initiate investigations of controlled substance law violations.

## **MANHATTAN SOUTH GROUP 2**

- 1. Oversee Detective Bureau Zone
  - a. **Zone 3 (5 Precinct Detective Squad, 7 Precinct Detective Squad, 9 Precinct Detective Squad and 5/7/9 Narcotics Module)**
    - (1) Oversee 5 Precinct Detective Squad, 7 Precinct Detective Squad, 9 Precinct Detective Squad and 5/7/9 Narcotics Module.
      - a. **Precinct Detective Squad**
        - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        - 2. Initiate investigations of controlled substance law violations.
  - b. **Zone 4 (13 Precinct Detective Squad, 17 Precinct Detective Squad and 13/17 Narcotics Module)**
    - (1) Oversee 13 Precinct Detective Squad, 17 Precinct Detective Squad and 13/17 Narcotics Module.



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a. **Precinct Detective Squad**

1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.

b. **Narcotics Module**

1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
2. Initiate investigations of controlled substance law violations.

**MANHATTAN SOUTH HOMICIDE SQUAD**

1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

**MANHATTAN SOUTH NIGHTWATCH**

1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squad or other investigative units are not available.
2. Respond to major incidents when necessary from 0100 to 0800 hours.

**MANHATTAN SOUTH VIOLENT CRIMES SQUAD**

1. Investigate and collect intelligence on known/suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews/groups to which they belong.
3. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
4. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
5. Conduct investigations into major narcotics trafficking organizations at the borough level.

**MANHATTAN DISTRICT ATTORNEY SQUAD**

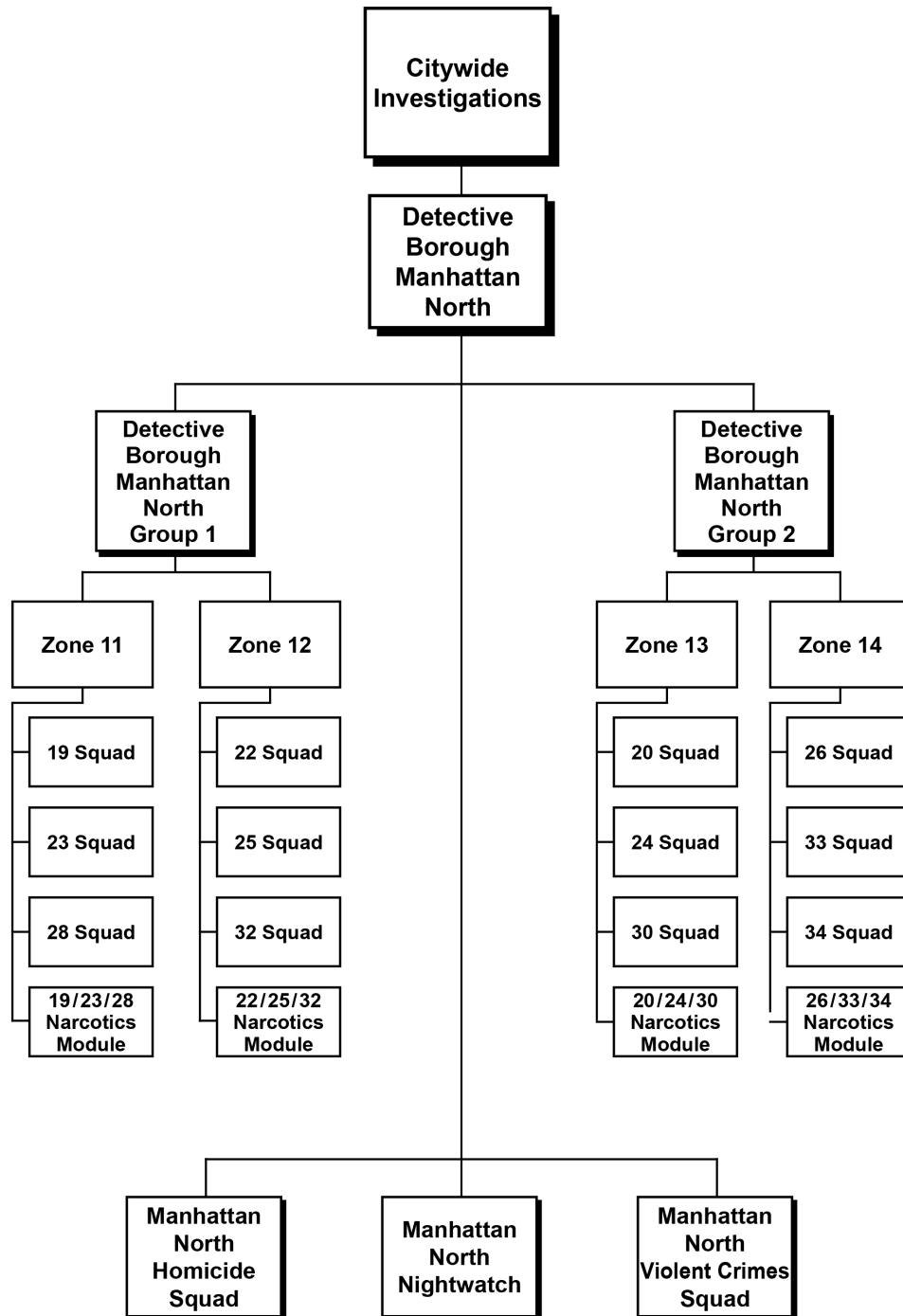
1. Conduct investigations and coordinate enforcement activities of the Department and the New York County District Attorney's office.
2. Lend support to the Detective Bureau and the DA's Office.
3. Assist Precinct Detective Squad, and other Units with investigative needs and alleviating unnecessary investigative work loads.
4. Assist District Attorney's Office by conducting new investigations and lending support to current ongoing investigations with the ultimate goal of a successful prosecutorial conviction.
5. Provide dignitary protection for the District Attorney, when necessary.
6. Oversee and support the Department's Federal Liaison Officers.



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### **DETECTIVE BOROUGH MANHATTAN NORTH**

1. Ensure all Precinct Detective Squad are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Manhattan North Group 1 consisting of Zones 11 and 12 and Group 2 consisting of Zones 13 and 14, Manhattan North Homicide, Manhattan North Nightwatch, and Manhattan North Violent Crimes Squad.

### **DETECTIVE BOROUGH MANHATTAN NORTH GROUP 1**

1. Oversee Detective Bureau Zone 11 and 12.
  - a. **Zone 11 (19 Precinct Detective Squad, 23 Precinct Detective Squad, 28 Precinct Detective Squad and 19/23/28 Narcotics Module)**
    - (1) Oversee 19 Precinct Detective Squad, 23 Precinct Detective Squad, 28 Precinct Detective Squad and 19/23/28 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.



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2. Initiate investigations of controlled substance law violations.
- b. **Zone 12 (22 Precinct Detective Squad, 25 Precinct Detective Squad, 32 Precinct Detective Squad and 22/25/32 Narcotics Module)**
- (1) Oversee 22 Precinct Detective Squad, 25 Precinct Detective Squad, 32 Precinct Detective Squad and 22/25/32 Narcotics Module.
    - a. **Precinct Detective Squad**
      1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      2. Initiate investigations of controlled substance law violations.

#### **DETECTIVE BOROUGH MANHATTAN NORTH GROUP 2**

1. Oversee Detective Bureau Zone 13 and 14.
  - a. **Zone 13 (20 Precinct Detective Squad, 24 Precinct Detective Squad, 30 Precinct Detective Squad and 20/24/30 Narcotics Module)**
    - (1) Oversee 20 Precinct Detective Squad, 24 Precinct Detective Squad, 30 Precinct Detective Squad and 20/24/30 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        2. Initiate investigations of controlled substance law violations.
  - b. **Zone 14 (26 Precinct Detective Squad, 33 Precinct Detective Squad, 34 Precinct Detective Squad and 26/33/34 Narcotics Module)**
    - (1) Oversee 26 Precinct Detective Squad, 33 Precinct Detective Squad, 34 Precinct Detective Squad and 26/33/34 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to

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Precincts/Police Service Areas/Transit Districts or referred to specialized units.

b. **Narcotics Module**

1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
2. Initiate investigations of controlled substance law violations.

**MANHATTAN NORTH HOMICIDE SQUAD**

1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

**MANHATTAN NORTH NIGHTWATCH**

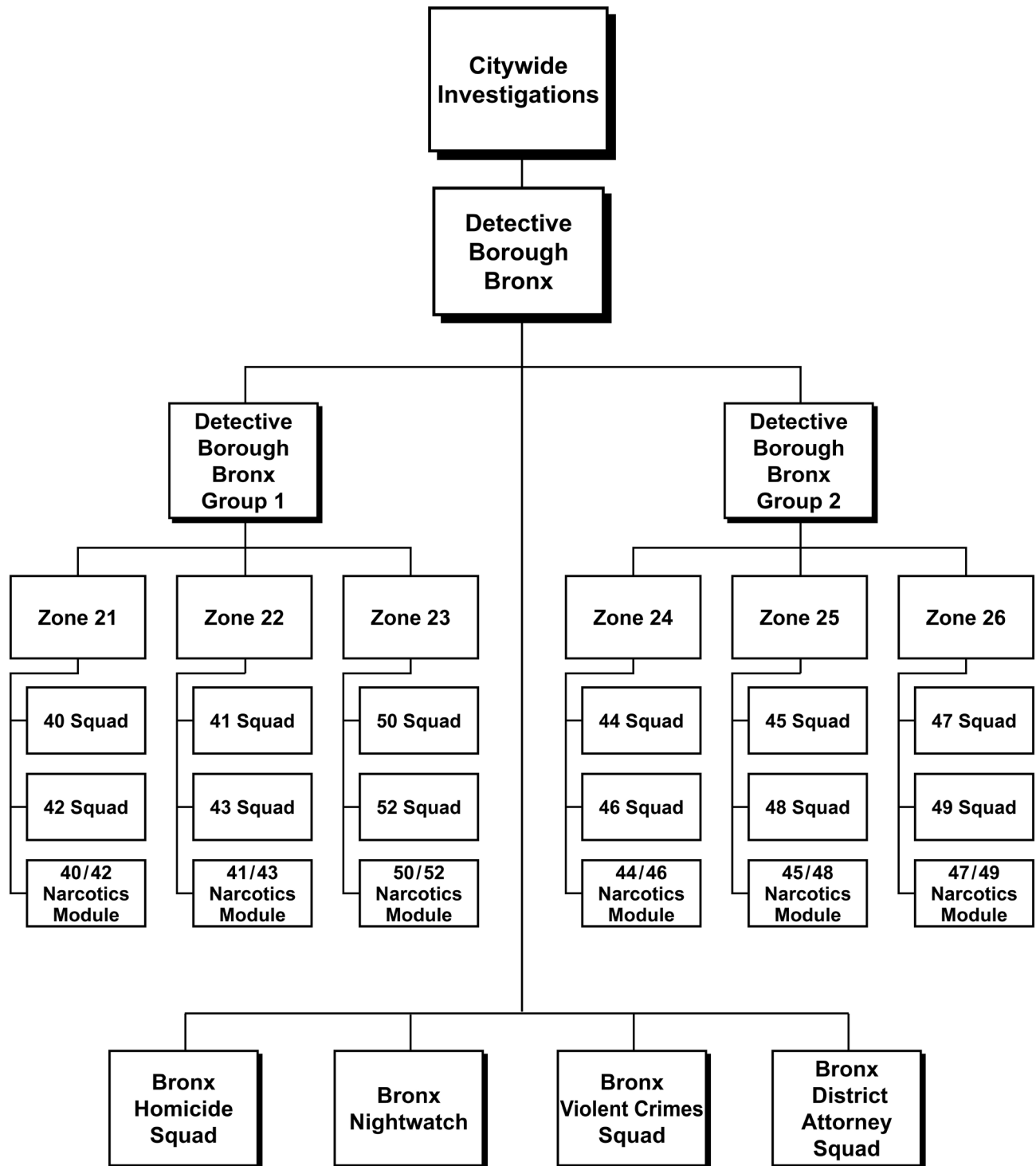
1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squad or other investigative units are not available.
2. Respond to major incidents when necessary from 0100 to 0800 hours.

**MANHATTAN NORTH VIOLENT CRIMES SQUAD**

1. Investigate and collect intelligence on known / suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews / groups to which they belong.
3. Maintain and update ECMS gang database on the crew / group's activities in New York City area.
4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
6. Conduct investigations into major narcotics trafficking organizations at the borough level.

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<b>DETECTIVE BOROUGH BRONX</b>		
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### **DETECTIVE BOROUGH BRONX**

1. Ensure all Precinct Detective Squads are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Bronx Group 1 consisting of Zones 21, 22 and 23 and Group 2 consisting of Zones 24, 25 and 26, Bronx Homicide, Bronx Nightwatch, Bronx Violent Crimes Squad and Bronx District Attorney Squad.

### **DETECTIVE BOROUGH BRONX GROUP 1**

1. Oversee Detective Bureau Zone 21, 22 and 23.
  - a. **Zone 21 (40 Precinct Detective Squad, 42 Precinct Detective Squad and 40/42 Narcotics Module)**
    - (1) Oversee 40 Precinct Detective Squad, 42 Precinct Detective Squad and 40/42 Narcotics Module.
      - a. **Precinct Detective Squads**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.

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2. Initiate investigations of controlled substance law violations.
- b. **Zone 22 (41 Precinct Detective Squad, 43 Precinct Detective Squad and 41/43 Narcotics Module)**
  - (1) Oversee 41 Precinct Detective Squad, 43 Precinct Detective Squad and 41/43 Narcotics Module.
    - a. **Precinct Detective Squads**
      1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      2. Initiate investigations of controlled substance law violations.
- c. **Zone 23 (50 Precinct Detective Squad, 52 Precinct Detective Squad and 50/52 Narcotics Module)**
  - (1) Oversee 50 Precinct Detective Squad, 52 Precinct Detective Squad and 50/52 Narcotics Module.
    - a. **Precinct Detective Squads**
      1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      2. Initiate investigations of controlled substance law violations.

## **DETECTIVE BOROUGH BRONX GROUP 2**

1. Oversee Detective Bureau Zone 24, 25 and 26.
  - a. **Zone 24 (44 Precinct Detective Squad, 46 Precinct Detective Squad and 44/46 Narcotics Module)**
    - (1) Oversee 44 Precinct Detective Squad, 46 Precinct Detective Squad and 44/46 Narcotics Module.
      - a. **Precinct Detective Squads**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.



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### **BRONX NIGHTWATCH**

1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squads or other investigative units are not available.
2. Respond to major incidents when necessary from 0100 to 0800 hours.

### **BRONX VIOLENT CRIMES SQUAD**

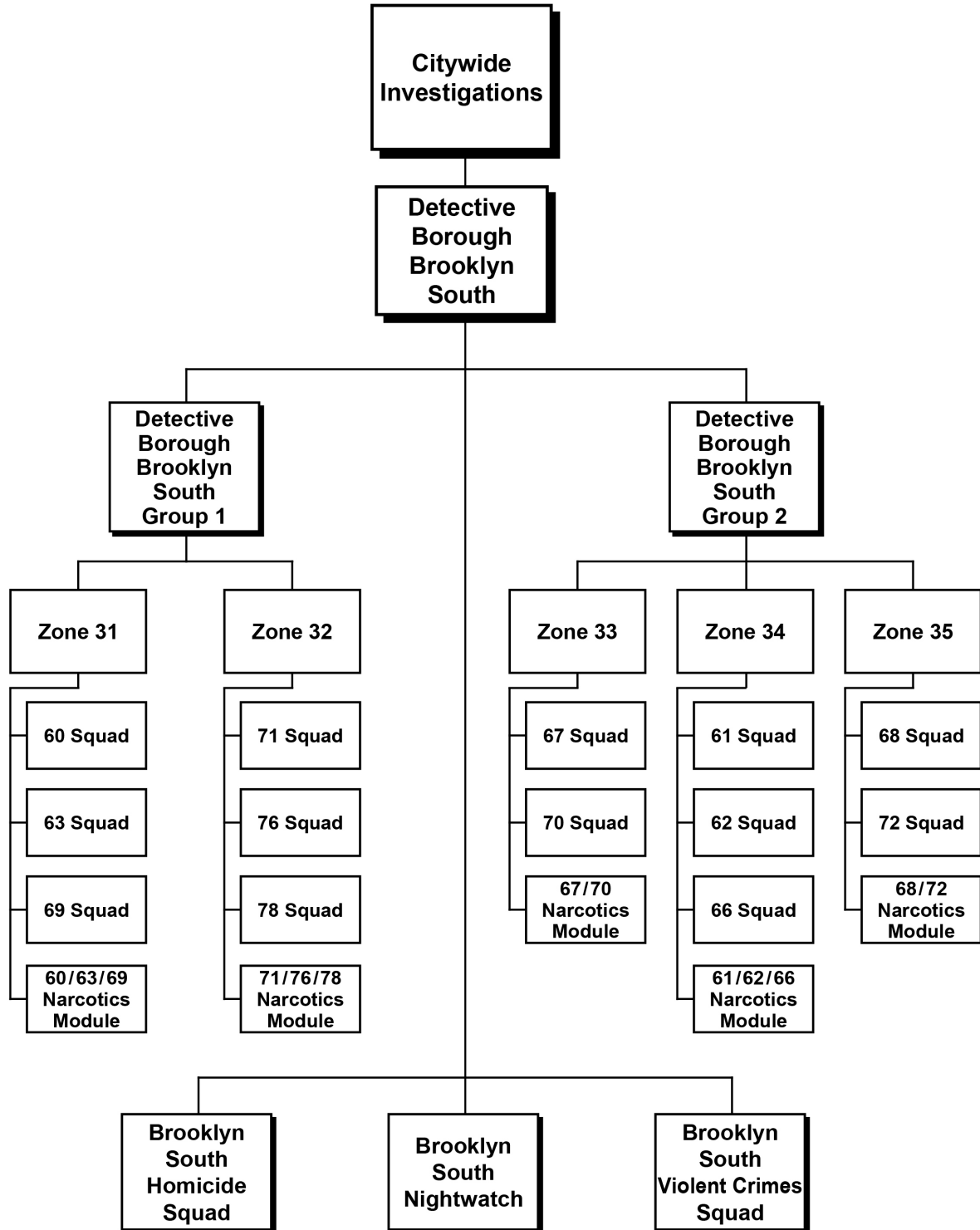
1. Investigate and collect intelligence on known / suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews/groups to which they belong.
3. Maintain and update ECMS gang database on the crew/ group's activities in New York City area.
4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
6. Conduct investigations into major narcotics trafficking organizations at the borough level.

### **BRONX DISTRICT ATTORNEY SQUAD**

1. Conduct investigations and coordinate enforcement activities of the Department and the New York County District Attorney's office.
2. Lend support to the Detective Bureau and the DA's Office.
3. Assist Precinct Detective Squad, and other Units with investigative needs and alleviating unnecessary investigative work loads.
4. Assist District Attorney's Office by conducting new investigations and lending support to current ongoing investigations with the ultimate goal of a successful prosecutorial conviction.
5. Provide dignitary protection for the District Attorney, when necessary.
6. Oversee and support the Department's Federal Liaison Officers.

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<b>DETECTIVE BOROUGH BROOKLYN SOUTH</b>		
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### **DETECTIVE BOROUGH BROOKLYN SOUTH**

1. Ensure all Precinct Detective Squad are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Brooklyn South Group 1 consisting of Zones 31 and 32 and Group 2 consisting of Zones 33, 34 and 35, Brooklyn South Homicide, Brooklyn South Nightwatch, and Brooklyn South Violent Crimes Squad.

### **DETECTIVE BOROUGH BROOKLYN SOUTH GROUP 1**

1. Oversee Detective Bureau Zone 31 and 32.
  - a. **Zone 31 (60 Precinct Detective Squad, 63 Precinct Detective Squad, 69 Precinct Detective Squad and 60/63/69 Narcotics Module)**
    - (1) Oversee 60 Precinct Detective Squad, 63 Precinct Detective Squad, 69 Precinct Detective Squad and 60/63/69 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.

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2. Initiate investigations of controlled substance law violations.
- b. **Zone 32 (71 Precinct Detective Squad, 76 Precinct Detective Squad, 78 Precinct Detective Squad and 71/76/78 Narcotics Module)**
  - (1) Oversee 71 Precinct Detective Squad, 76 Precinct Detective Squad, 78 Precinct Detective Squad and 71/76/78 Narcotics Module.
    - a. **Precinct Detective Squad**
      1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      2. Initiate investigations of controlled substance law violations.

## **DETECTIVE BOROUGH BROOKLYN SOUTH GROUP 2**

1. Oversee Detective Bureau Zone 33, 34 and 35.
  - a. **Zone 33 (67 Precinct Detective Squad, 70 Precinct Detective Squad and 67/70 Narcotics Module)**
    - (1) Oversee 67 Precinct Detective Squad, 70 Precinct Detective Squad and 67/70 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        2. Initiate investigations of controlled substance law violations.
  - b. **Zone 34 (61 Precinct Detective Squad, 62 Precinct Detective Squad, 66 Precinct Detective Squad and 61/62/66 Narcotics Module)**
    - (1) Oversee 61 Precinct Detective Squad, 62 Precinct Detective Squad, 66 Precinct Detective Squad and 61/62/66 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to



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Precincts/Police Service Areas/Transit Districts or referred to specialized units.

b. **Narcotics Module**

1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
2. Initiate investigations of controlled substance law violations.

c. **Zone 35 (68 Precinct Detective Squad, 72 Precinct Detective Squad and 68/72 Narcotics Module)**

- (1) Oversee 68 Precinct Detective Squad, 72 Precinct Detective Squad and 68/72 Narcotics Module.

a. **Precinct Detective Squad**

1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.

b. **Narcotics Module**

1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
2. Initiate investigations of controlled substance law violations.

**BROOKLYN SOUTH HOMICIDE SQUAD**

1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

**BROOKLYN SOUTH NIGHTWATCH**

1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squad or other investigative units are not available.
2. Respond to major incidents when necessary from 0100 to 0800 hours.

**BROOKLYN SOUTH VIOLENT CRIMES SQUAD**

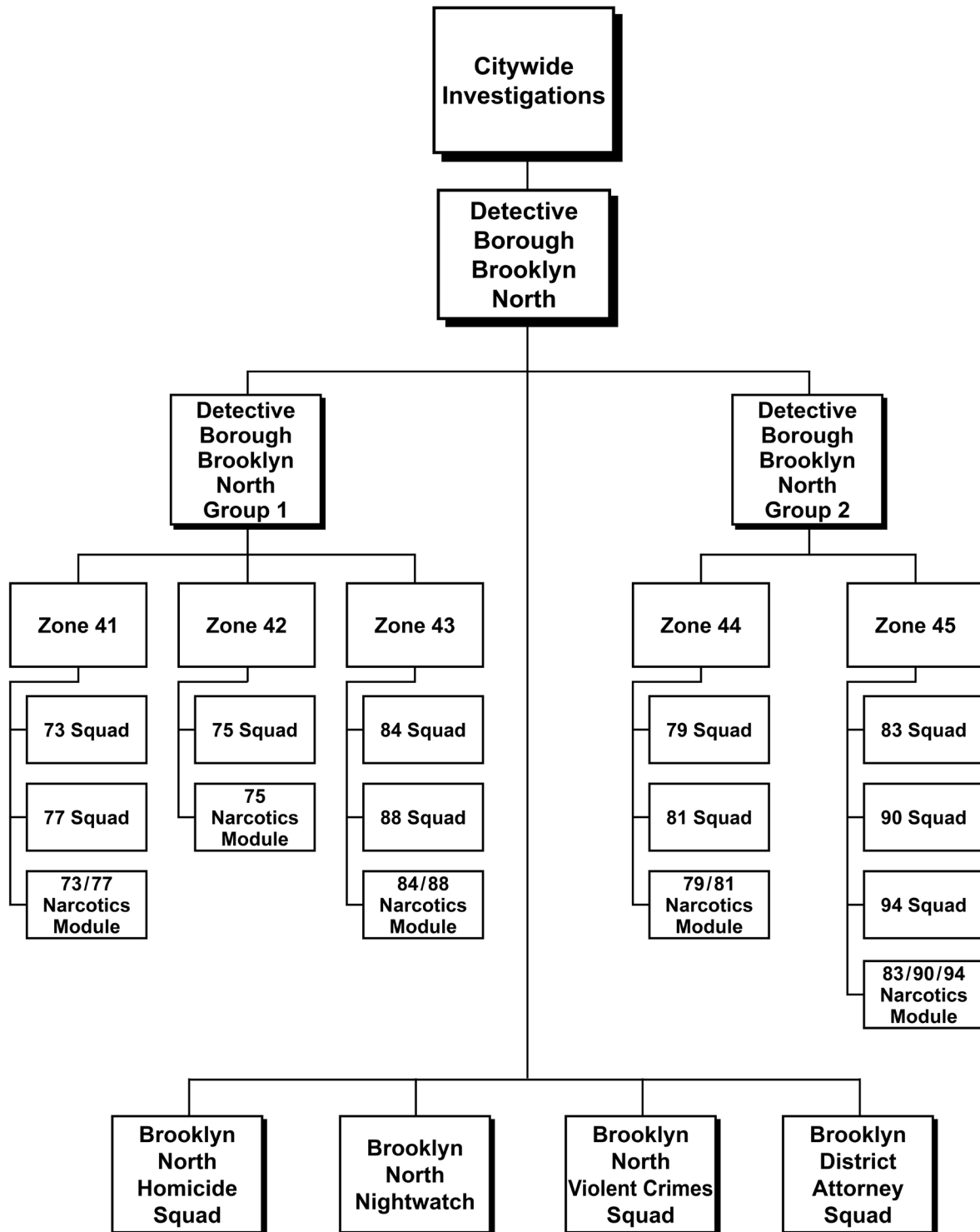
1. Investigate and collect intelligence on known/suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews/groups to which they belong.
3. Maintain and update ECMS gang database on the crew/ group's activities in New York City area.

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4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
6. Conduct investigations into major narcotics trafficking organizations at the borough level.

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### **DETECTIVE BOROUGH BROOKLYN NORTH**

1. Ensure all Precinct Detective Squad are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Brooklyn North Group 1 consisting of Zones 41, 42 and 43 and Group 2 consisting of Zones 44 and 45, Brooklyn North Homicide, Brooklyn North Nightwatch, Brooklyn North Violent Crimes Squad and Brooklyn District Attorney Squad.

### **DETECTIVE BOROUGH BROOKLYN NORTH GROUP 1**

1. Oversee Detective Bureau Zone 41, 42 and 43.
  - a. **Zone 41 (73 Precinct Detective Squad, 77 Precinct Detective Squad and 73/77 Narcotics Module)**
    - (1) Oversee 73 Precinct Detective Squad, 77 Precinct Detective Squad and 73/77 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        2. Initiate investigations of controlled substance law violations.



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- b. **Zone 42 (75 Precinct Detective Squad and 75 Narcotics Module)**
  - (1) 75 Precinct Detective Squad and 75 Narcotics Module.
    - a. **Precinct Detective Squad**
      - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      - 2. Initiate investigations of controlled substance law violations.
- c. **Zone 43 (84 Precinct Detective Squad, 88 Precinct Detective Squad and 84/88 Narcotics Module)**
  - (1) Oversee 84 Precinct Detective Squad, 88 Precinct Detective Squad and 84/88 Narcotics Module.
    - a. **Precinct Detective Squad**
      - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      - 2. Initiate investigations of controlled substance law violations.

## **DETECTIVE BOROUGH BROOKLYN NORTH GROUP 2**

- 1. Oversee Detective Bureau Zone 44 and 45.
  - a. **Zone 44 (79 Precinct Detective Squad, 81 Precinct Detective Squad and 79/81 Narcotics Module)**
    - (1) Oversee 79 Precinct Detective Squad, 81 Precinct Detective Squad and 79/81 Narcotics Module.
      - a. **Precinct Detective Squad**
        - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who

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- violate such laws within the geographical area of responsibility.
- 2. Initiate investigations of controlled substance law violations.
- b. **Zone 45 (83 Precinct Detective Squad, 90 Precinct Detective Squad, 94 Precinct Detective Squad and 83/90/94 Narcotics Module)**
  - (1) 83 Precinct Detective Squad, 90 Precinct Detective Squad, 94 Precinct Detective Squad and 83/90/94 Narcotics Module.
    - a. **Precinct Detective Squad**
      - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      - 2. Initiate investigations of controlled substance law violations.

#### **BROOKLYN NORTH HOMICIDE SQUAD**

- 1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

#### **BROOKLYN NORTH NIGHTWATCH**

- 1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squad or other investigative units are not available.
- 2. Respond to major incidents when necessary from 0100 to 0800 hours.

#### **BROOKLYN NORTH VIOLENT CRIMES SQUAD**

- 1. Investigate and collect intelligence on known/suspected gang members and enforce all laws involving those identified persons.
- 2. Conduct long and short term cases on those individual members and crews/groups to which they belong.
- 3. Maintain and update ECMS gang database on the crew/ group's activities in New York City area.
- 4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
- 5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
- 6. Conduct investigations into major narcotics trafficking organizations at the borough level.



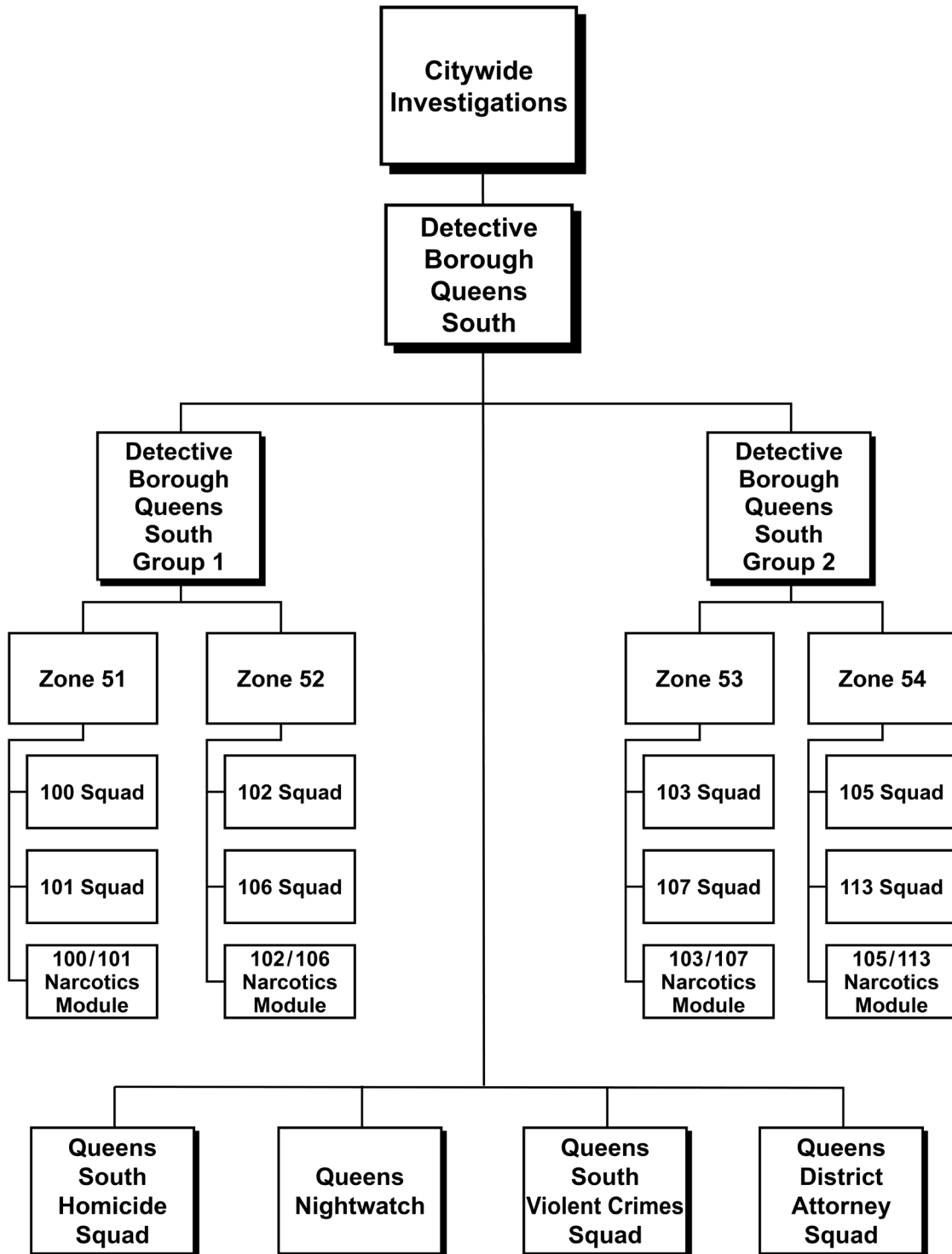
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### **BROOKLYN DISTRICT ATTORNEY SQUAD**

1. Conduct investigations and coordinate enforcement activities of the Department and the New York County District Attorney's office.
2. Lend support to the Detective Bureau and the DA's Office.
3. Assist Precinct Detective Squad, and other Units with investigative needs and alleviating unnecessary investigative work loads.
4. Assist District Attorney's Office by conducting new investigations and lending support to current ongoing investigations with the ultimate goal of a successful prosecutorial conviction.
5. Provide dignitary protection for the District Attorney, when necessary.
6. Oversee and support the Department's Federal Liaison Officers.

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### **DETECTIVE BOROUGH QUEENS SOUTH**

1. Ensure all Precinct Detective Squad are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Queens South Group 1 consisting of Zones 51 and 52 and Group 2 consisting of Zones 53 and 54, Queens South Homicide, Queens Nightwatch, Queens South Violent Crimes Squad and Queens District Attorney Squad.

### **DETECTIVE BOROUGH QUEENS SOUTH GROUP 1**

1. Oversee Detective Bureau Zone 51 and 52.
  - a. **Zone 51 (100 Precinct Detective Squad, 101 Precinct Detective Squad and 100/101 Narcotics Module)**
    - (1) Oversee 100 Precinct Detective Squad, 101 Precinct Detective Squad and 100/101 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.



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2. Initiate investigations of controlled substance law violations.
- b. **Zone 52 (102 Precinct Detective Squad, 106 Precinct Detective Squad and 102/106 Narcotics Module)**
  - (1) Oversee 102 Precinct Detective Squad, 106 Precinct Detective Squad and 102/106 Narcotics Module.
    - a. **Precinct Detective Squad**
      1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      2. Initiate investigations of controlled substance law violations.

#### **DETECTIVE BOROUGH QUEENS SOUTH GROUP 2**

1. Oversee Detective Bureau Zone 53 and 54.
  - a. **Zone 53 (103 Precinct Detective Squad, 107 Precinct Detective Squad and 103/107 Narcotics Module)**
    - (1) Oversee 103 Precinct Detective Squad, 107 Precinct Detective Squad and 103/107 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        2. Initiate investigations of controlled substance law violations.
  - b. **Zone 54 (105 Precinct Detective Squad, 113 Precinct Detective Squad and 105/113 Narcotics Module)**
    - (1) Oversee 105 Precinct Detective Squad, 113 Precinct Detective Squad and 105/113 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to



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Precincts/Police Service Areas/Transit Districts or referred to specialized units.

b. **Narcotics Module**

1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
2. Initiate investigations of controlled substance law violations.

**QUEENS SOUTH HOMICIDE SQUAD**

1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

**QUEENS NIGHTWATCH**

1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squad or other investigative units are not available.
2. Respond to major incidents when necessary from 0100 to 0800 hours.

**QUEENS SOUTH VIOLENT CRIMES SQUAD**

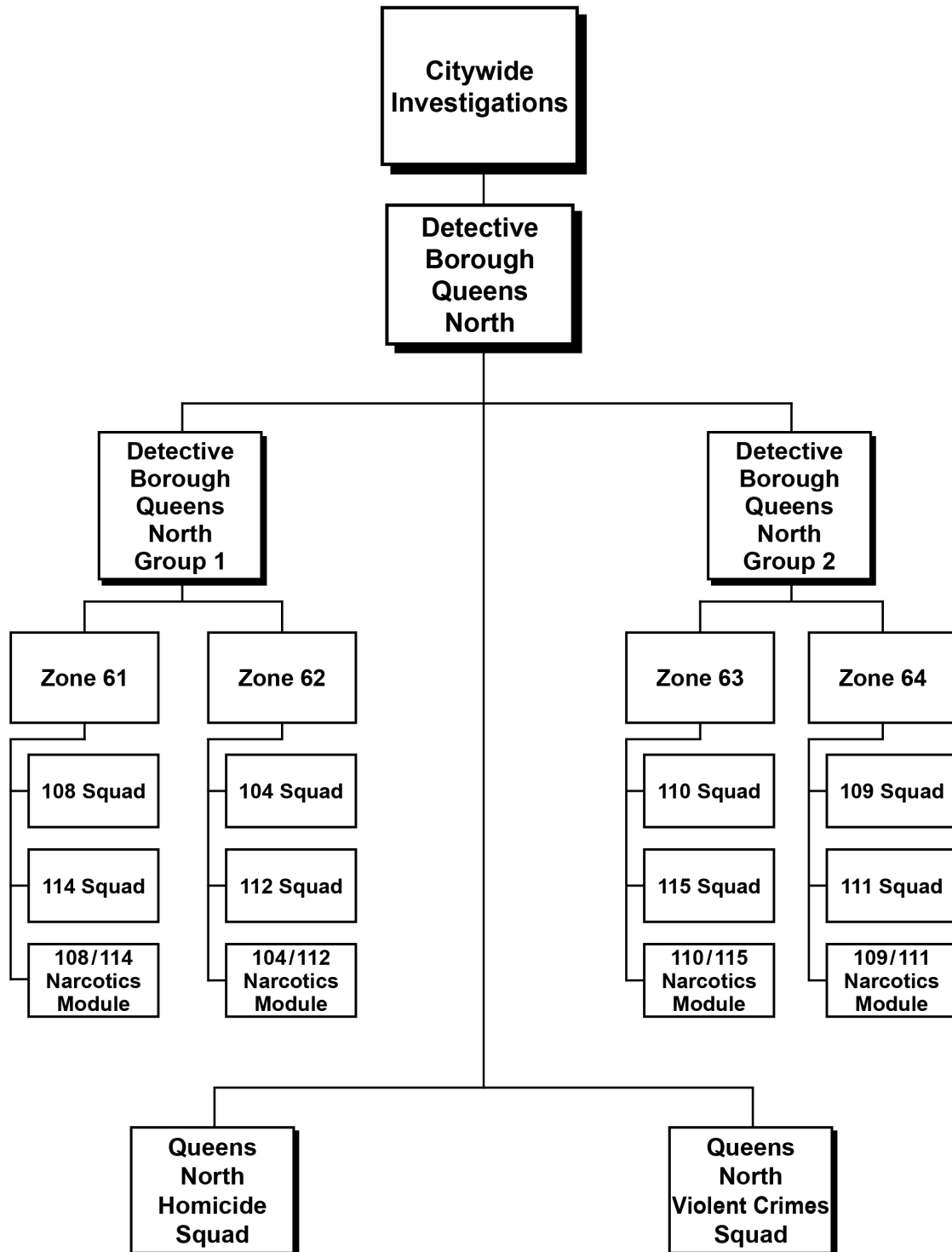
1. Investigate and collect intelligence on known/suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews/groups to which they belong.
3. Maintain and update ECMS gang database on the crew/group's activities in New York City area.
4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
6. Conduct investigations into major narcotics trafficking organizations at the borough level.

**QUEENS DISTRICT ATTORNEY SQUAD**

1. Conduct investigations and coordinate enforcement activities of the Department and the New York County District Attorney's office.
2. Lend support to the Detective Bureau and the DA's Office.
3. Assist Precinct Detective Squad, and other Units with investigative needs and alleviating unnecessary investigative work loads.
4. Assist District Attorney's Office by conducting new investigations and lending support to current ongoing investigations with the ultimate goal of a successful prosecutorial conviction.
5. Provide dignitary protection for the District Attorney, when necessary.
6. Oversee and support the Department's Federal Liaison Officers.

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### **DETECTIVE BOROUGH QUEENS NORTH**

1. Ensure all Precinct Detective Squad are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol / housing / transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Queens North Group 1 consisting of Zones 61 and 62 and Group 2 consisting of Zones 63 and 64, Queens North Homicide and Queens North Violent Crimes Squad.

### **DETECTIVE BOROUGH QUEENS NORTH GROUP 1**

1. Oversee Detective Bureau Zone 61 and 62.
  - a. **Zone 61 (108 Precinct Detective Squad, 114 Precinct Detective Squad and 108/114 Narcotics Module)**
    - (1) Oversee 108 Precinct Detective Squad, 114 Precinct Detective Squad and 108/114 Narcotics Module.
      - a. **Precinct Detective Squad**
        1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        2. Initiate investigations of controlled substance law violations.



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- b. **Zone 62 (104 Precinct Detective Squad, 112 Precinct Detective Squad and 104/112 Narcotics Module)**
  - (1) Oversee 104 Precinct Detective Squad, 112 Precinct Detective Squad and 104/112 Narcotics Module.
    - a. **Precinct Detective Squad**
      - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
    - b. **Narcotics Module**
      - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
      - 2. Initiate investigations of controlled substance law violations.

**DETECTIVE BOROUGH QUEENS NORTH GROUP 2**

- 1. Oversee Detective Bureau Zone 63 and 64.
  - a. **Zone 63 (110 Precinct Detective Squad, 115 Precinct Detective Squad and 110/115 Narcotics Module)**
    - (1) Oversee 110 Precinct Detective Squad, 115 Precinct Detective Squad and 110/115 Narcotics Module.
      - a. **Precinct Detective Squad**
        - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        - 2. Initiate investigations of controlled substance law violations.
  - b. **Zone 64 (109 Precinct Detective Squad, 111 Precinct Detective Squad and 109/111 Narcotics Module)**
    - (1) Oversee 109 Precinct Detective Squad, 111 Precinct Detective Squad and 109/111 Narcotics Module.
      - a. **Precinct Detective Squad**
        - 1. Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
      - b. **Narcotics Module**
        - 1. Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
        - 2. Initiate investigations of controlled substance law violations.



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### **QUEENS NORTH HOMICIDE SQUAD**

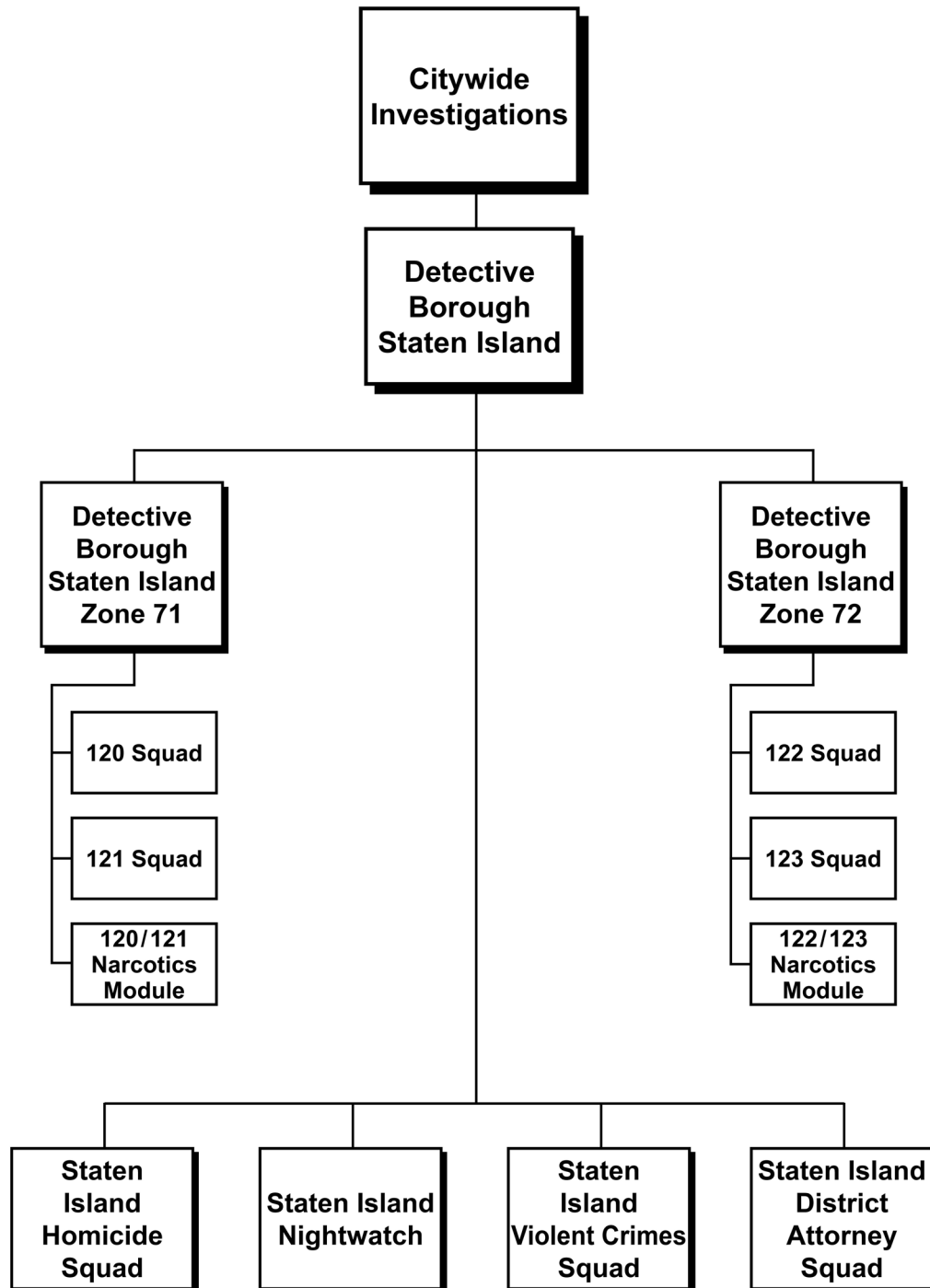
1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

### **QUEENS NORTH VIOLENT CRIMES SQUAD**

1. Investigate and collect intelligence on known/suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews/groups to which they belong.
3. Maintain and update ECMS gang database on the crew/ group's activities in New York City area.
4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
6. Conduct investigations into major narcotics trafficking organizations at the borough level.

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### **DETECTIVE BOROUGH STATEN ISLAND**

1. Ensure all Precinct Detective Squad are properly managed and quality investigations are being conducted in a timely manner and quality arrests are made in a timely manner.
2. Ensure crime complaints are properly classified and when appropriate, crime complaints are cleared and/or closed in conformance with Department procedures.
3. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
4. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
5. Ensure personnel are properly assigned and utilized.
6. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
7. Ensure personnel are properly trained.
8. Manage the investigative case management system, management controls, integrity, court testimony, overtime and other Detective Bureau programs.
9. Confer with the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner of Public Information.
10. Confer with, disseminate information to and coordinate activities with Detective Borough executives, patrol/housing/transit borough commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
11. Ensure timely notifications are made to the Detective Bureau Operations Wheel and Detective Bureau Unusual Occurrence Reports and/or P.I.W.s are properly prepared in a timely manner.
12. Supervise and coordinate the activities of the Detective Borough Staten Island Zone 71 and Zone 72, Staten Island Homicide, Staten Island Violent Crimes Squad and Staten Island District Attorney Squad.

### **ZONE 71 (120 Precinct Detective Squad, 121 Precinct Detective Squad and 120/121 Narcotics Module)**

1. Oversee 120 Precinct Detective Squad, 121 Precinct Detective Squad and 120/121/Narcotics Module.
  - a. **Precinct Detective Squad**
    - (1) Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
  - b. **Narcotics Module**
    - (1) Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
    - (2) Initiate investigations of controlled substance law violations.

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**ZONE 72 (122 Precinct Detective Squad, 123 Precinct Detective Squad and 122/123 Narcotics Module)**

1. Oversee 122 Precinct Detective Squad, 123 Precinct Detective Squad and 122/123 Narcotics Module.
  - a. **Precinct Detective Squad**
    - (1) Investigate all complaints except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.
  - b. **Narcotics Module**
    - (1) Enforce all laws relating to narcotics and other controlled substances and apprehend persons who violate such laws within the geographical area of responsibility.
    - (2) Initiate investigations of controlled substance law violations.

**STATEN ISLAND HOMICIDE SQUAD**

1. Assist Precinct Detective Squad on all homicide investigations and other incidents as directed by Detective borough executives.

**STATEN ISLAND NIGHTWATCH**

1. Provide investigative coverage from 0100 hours to 0800 hours when Precinct Detective Squad or other investigative units are not available.
2. Respond to major incidents when necessary from 0100 to 0800 hours.

**STATEN ISLAND VIOLENT CRIMES SQUAD**

1. Investigate and collect intelligence on known / suspected gang members and enforce all laws involving those identified persons.
2. Conduct long and short term cases on those individual members and crews / groups to which they belong.
3. Maintain and update ECMS gang database on the crew/ group's activities in New York City area.
4. Collaborate with Precinct Commanding Officers and Precinct Intelligence Officers regarding problematic gangs and maintain contacts with Department of Corrections, Parole and Probation agencies.
5. Create and participate in various methods of de-escalation of gang on gang violence in the New York City area.
6. Conduct investigations into major narcotics trafficking organizations at the borough level.

**STATEN ISLAND DISTRICT ATTORNEY SQUAD**

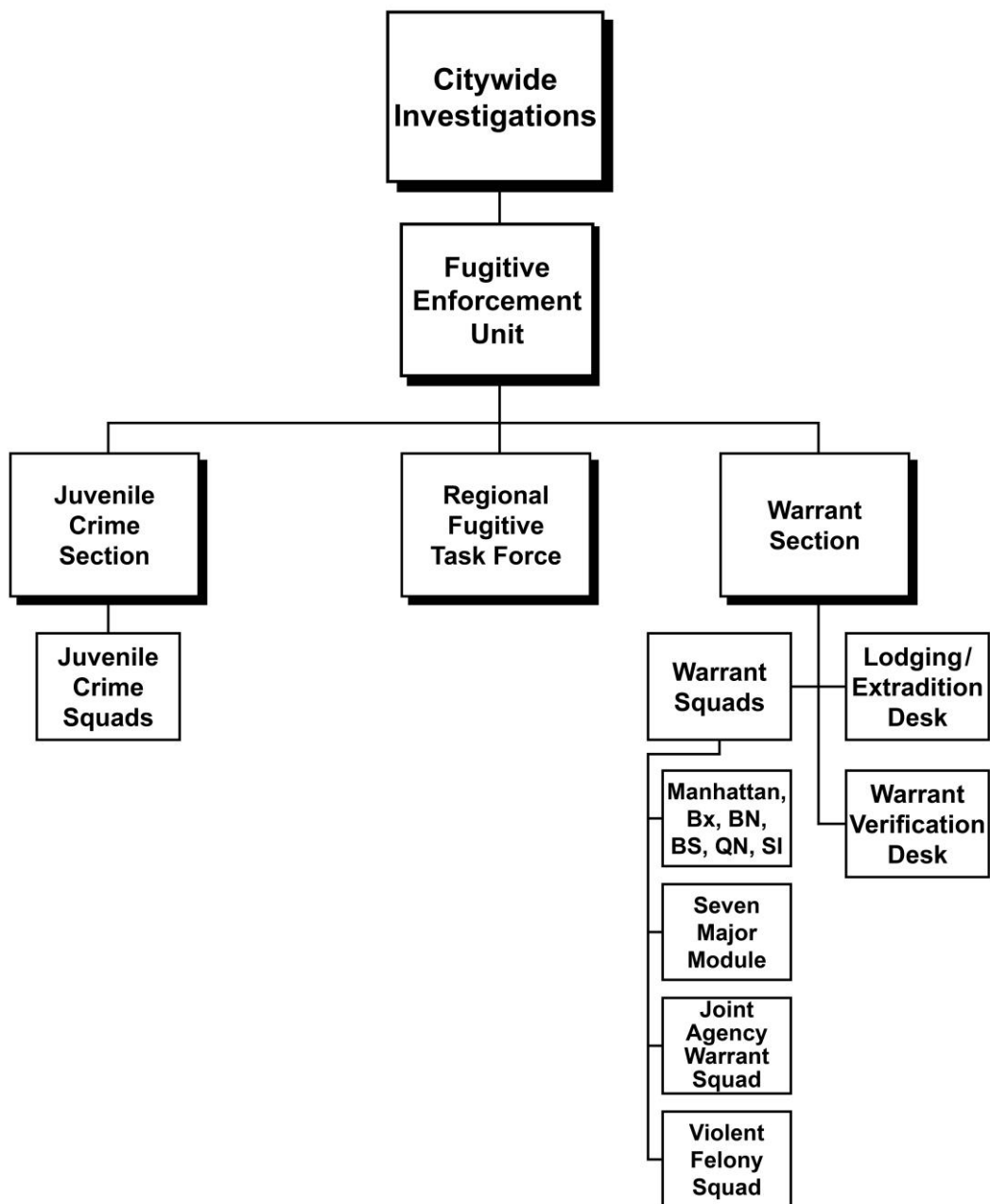
1. Conduct investigations and coordinate enforcement activities of the Department and the New York County District Attorney's office.
2. Lend support to the Detective Bureau and the DA's Office.
3. Assist Precinct Detective Squad, and other Units with investigative needs and alleviating unnecessary investigative work loads.

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4. Assist District Attorney's Office by conducting new investigations and lending support to current ongoing investigations with the ultimate goal of a successful prosecutorial conviction.
5. Provide dignitary protection for the District Attorney, when necessary.
6. Oversee and support the Department's Federal Liaison Officers.

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*Overhead command: Citywide Investigations*



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### **FUGITIVE ENFORCEMENT UNIT**

1. Coordinate the functions of the Juvenile Crime Section, the Warrant Section and the Regional Fugitive Task Force in the apprehension of wanted individuals for crimes including: homicides, non-fatal shootings, enforcement of seven major felony probable cause to arrest Investigation Card (I-card), the apprehension of juveniles wanted on warrants issued by the Family Courts, Warrants issued by the Administration of Children Services (ACS) and Adults wanted on Neglect/Abuse Warrants issue by the Family Court.

### **JUVENILE CRIME SECTION**

1. Investigate and apprehend juveniles wanted on Family Court juvenile delinquency warrants for prosecution by the Office of the Corporation Counsel's Family Court Division as directed by the Fugitive Enforcement Unit Commanding Officer.
2. Investigate and apprehend juveniles wanted on Administration of Children Services (ACS) warrants.
3. Investigate and apprehend adults wanted on neglect warrants issued by Family Court.

### **JUVENILE CRIME SQUADS (MANHATTAN, BRONX, BROOKLYN/STATEN ISLAND AND QUEENS)**

### **WARRANT SECTION**

1. Investigate and execute warrants as directed by the Commanding Officer, Warrant Section or Commanding Officer, Fugitive Enforcement Unit.
2. Coordinate the Department's warrant enforcement program with other agencies concerned.
3. Develop and monitor programs relating to warrant enforcement.
4. Maintain related statistical data.

### **WARRANT SQUADS**

1. **Manhattan, Bronx, Brooklyn North, Brooklyn South, Queens, Staten Island** - Borough specific squad focusing on warrant enforcement.
2. **Seven Major Module**
3. **Joint Agency Warrant Squad (JAWS)** - Investigate and apprehend parole absconders wanted on seven major parole warrants.
4. **Violent Felony Squad** - Investigate and Apprehend individuals wanted on murder, non-fatal Shootings and significant crimes as directed by the Commanding Officer, Warrant Section or Commanding Officer, Fugitive Enforcement Unit.

### **LODGING/EXTRADITION DESK**

1. Coordinate with outside courts and law enforcement agencies regarding wanted persons captured in other jurisdictions and/or wanted in New York City.



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### **WARRANT VERIFICATION DESK**

1. Provide members of the service conducting investigations in the field with a subject's wanted status regarding I-cards and warrants.

### **REGIONAL FUGITIVE TASK FORCE**

1. Investigate and execute warrants as directed by the Commanding Officer of the Warrant Section or the Commanding Officer of the Fugitive Enforcement Unit.
2. Coordinate the Department's warrant enforcement program with the United States Marshal Service and other Federal, State and City law enforcement agencies concerned. Which make up the New York/New Jersey Regional Fugitive Task Force.
3. Maintain related statistical data.

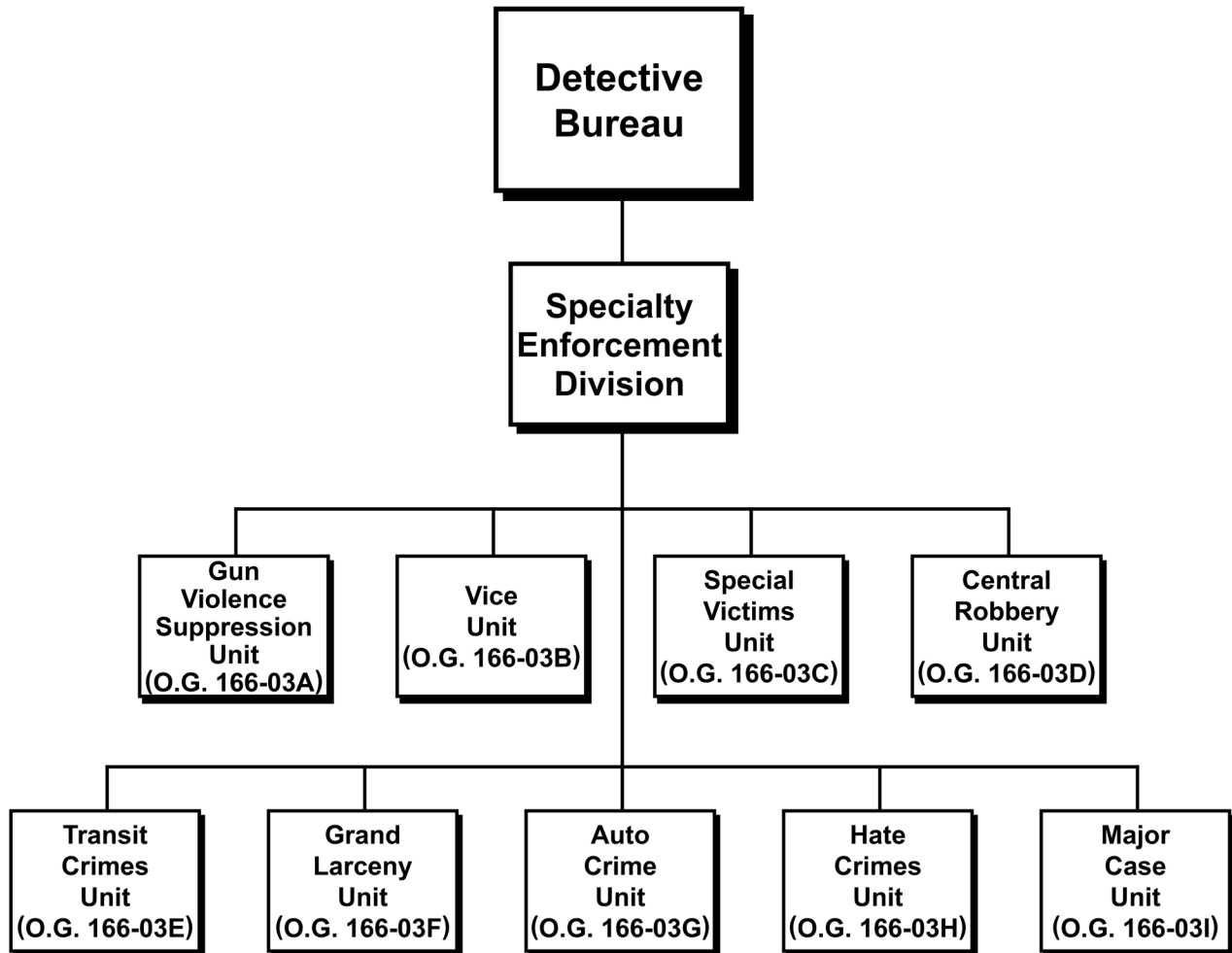


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*Overhead command: Detective Bureau*



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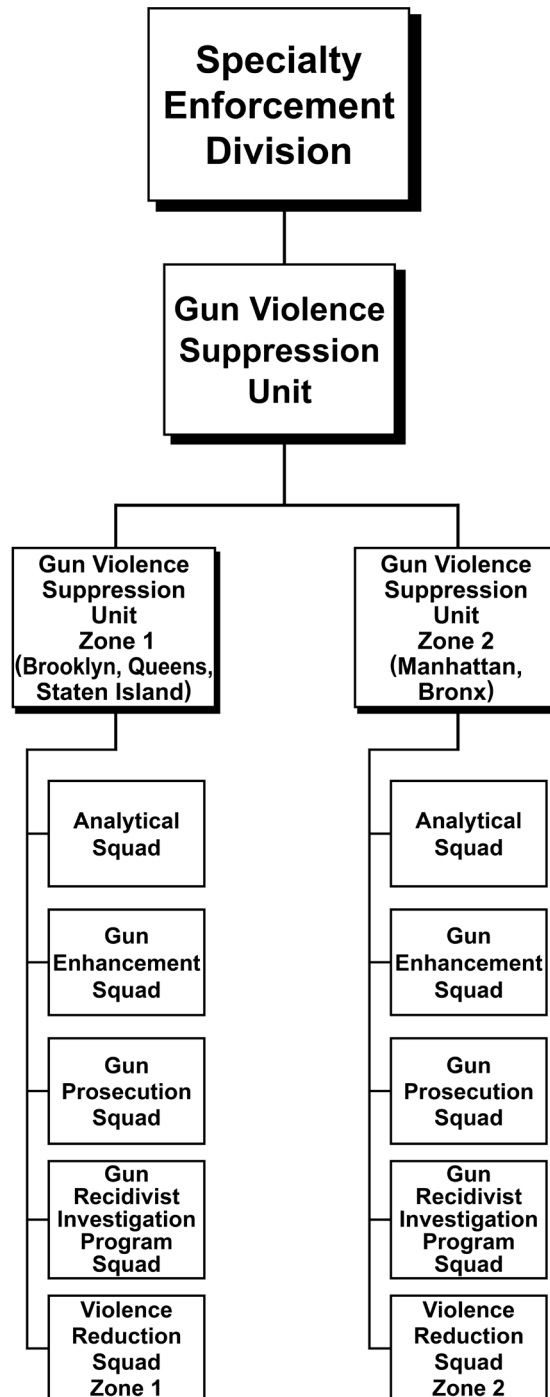
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### **SPECIALTY ENFORCEMENT DIVISION**

1. Oversee and provide support for Gun Violence Suppression Unit, Vice Unit, Special Victims Unit, Central Robbery Unit, Grand Larceny Unit, Auto Crime Unit, Hate Crimes Unit, Major Case Unit and the Transit Crimes Unit.

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## **GUN VIOLENCE SUPPRESSION UNIT**

1. Supervise and coordinate the activities of the Gun Violence Suppression Unit Zones 1 and 2.

### **GUN VIOLENCE SUPPRESSION UNIT ZONE 1 (Brooklyn, Queens, Staten Island) and GUN VIOLENCE SUPPRESSION UNIT ZONE 2 (Manhattan, Bronx)**

1. Supervise and coordinate the activities of the Analytical Squad, Gun Enhancement Squad, Gun Prosecution Squad, Gun Recidivist Investigation Program Squad and the Violence Reduction Squad to identify, investigate and pursue firearm offenders and recidivists.
2. Coordinate investigations to ensure successful prosecution of firearm offenders.

#### **ANALYTICAL SQUAD**

1. Identify and track subjects through the use of Department databases.
2. Enhance ongoing investigations of identified individuals through the analysis of Department records.
3. Act as a liaison with the Deputy Commissioner, Operations.
4. Act as a liaison with the Forensic Investigations Division.
5. Analyze debriefings and disseminate information to appropriate Gun Violence Suppression Unit Squads.
6. Track social media for identified subjects.
7. Analyze ballistic matches Citywide and disseminate information within the Gun Violence Suppression Unit.

#### **GUN ENHANCEMENT SQUAD**

1. Provide field response and investigative support for local Precinct Detective Squad for firearm related offenses in which a firearm is recovered.
2. Assist local Precinct Detective Squad in the collection of DNA samples from those perpetrators arrested for firearm-related offenses.
3. Assist local Precinct Detective Squad in debriefings, video canvassing and case enhancement.

#### **GUN PROSECUTION SQUAD**

1. Act as a liaison with respective District Attorney's Office.
2. Coordinate with Gun Enhancement Squad, Precinct Detective Squad and arresting officers to ensure a thorough case is brought against those arrested for firearm-related offenses.
3. Track firearm-related arrests through judicial process from arrest to prosecution.
4. Establish and maintain a database which would identify Department training issues as they pertain to firearm-related arrests.

#### **GUN RECIDIVIST INVESTIGATION PROGRAM SQUAD**

1. Perform focused investigations of identified individuals in the top fifteen shooting commands, which meet the matrix of any combination of three firearm-related incidents in the past four years and/or two firearm-related incidents in the past two years.



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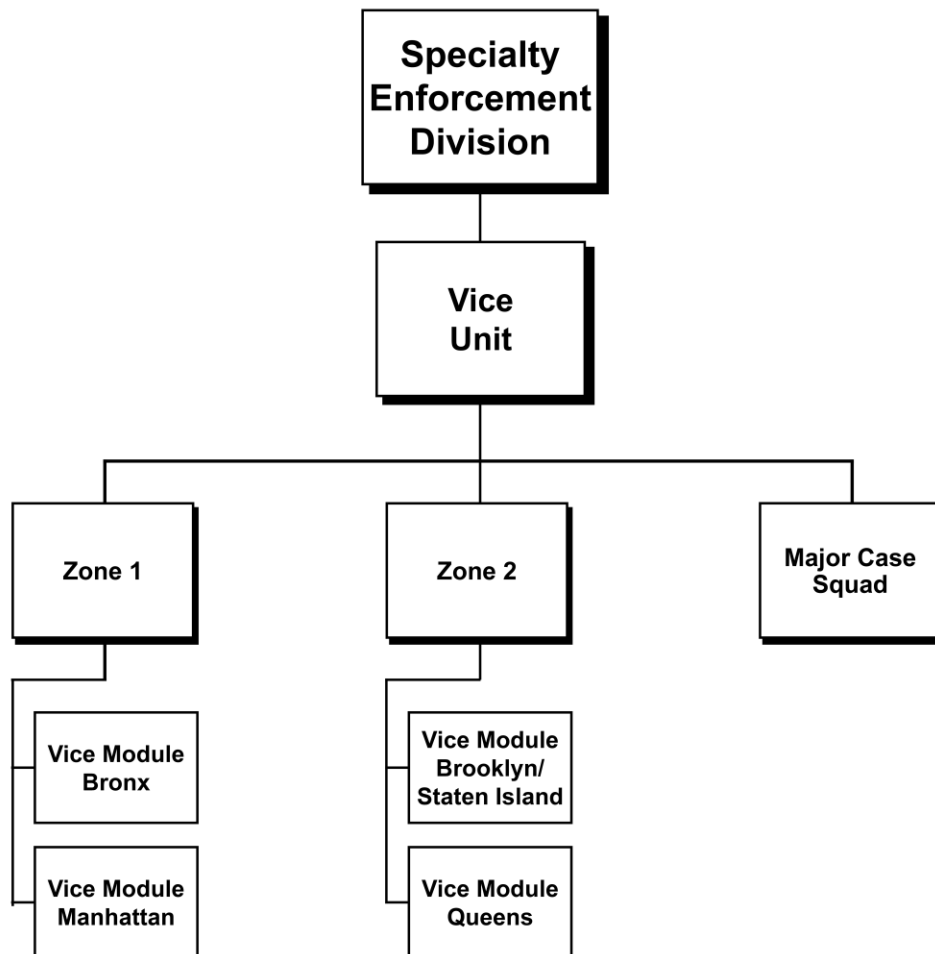
2. Maintain collaborative relationship with Parole and/or Probation.
3. Conduct investigations of identified subjects including but not limited to utilizing techniques, such as: warrant enforcement, undercover operations, execution of search warrants, DNA analysis and debriefings.
4. Investigate individuals in possession of illegal firearms.

#### **VIOLENCE REDUCTION SQUAD ZONE 1 AND ZONE 2**

1. Initiate and conduct long-term investigations of violent groups/individuals.
2. Identify and monitor social media accounts for subjects of investigations.
3. Maintain a collaborative relationship with New York State and New York City Department of Correction.
4. Gather intelligence through debriefings to assist in long-term investigations.
5. Conduct controlled buys that will enhance investigations.
6. Apply for and execute search warrants on electronic devices, social media accounts and/or places of residence of individuals involved in long term investigations.
7. When appropriate, attempt to obtain eavesdropping warrants on identified case subjects.
8. Enhance any firearms-related arrests involving case groups/subjects.
9. When appropriate, collect DNA abandonment samples when possible from identified case subjects and compare to open investigations.
10. Pursue subjects involved in gang investigation who are in possession of illegal firearms.

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### **VICE UNIT**

1. Responsible for the executive coordination of vice operations within Patrol, Housing and Transit Bureaus.
2. Identify vice-related patterns and trends on a Citywide basis.
3. Coordinate the investigation and enforcement of laws relating to vice offenses on a Citywide basis.
4. Supervise performance of administrative functions in the Unit.
5. Supervise the investigation of communications, preparation and forwarding of reports.

### **ZONE 1 (BRONX, MANHATTAN) AND ZONE 2 (BROOKLYN, QUEENS, STATEN ISLAND)**

1. Supervise and evaluate performance of members assigned to their respective zone.
2. Supervise search warrant development and execution.
3. Ensure that investigators and undercovers are trained in all aspects of vice-related offenses and enforcement.
4. Make all integrity issues perfectly clear.

### **VICE MODULES, (MANHATTAN, BRONX, BROOKLYN/STATEN ISLAND AND QUEENS)**

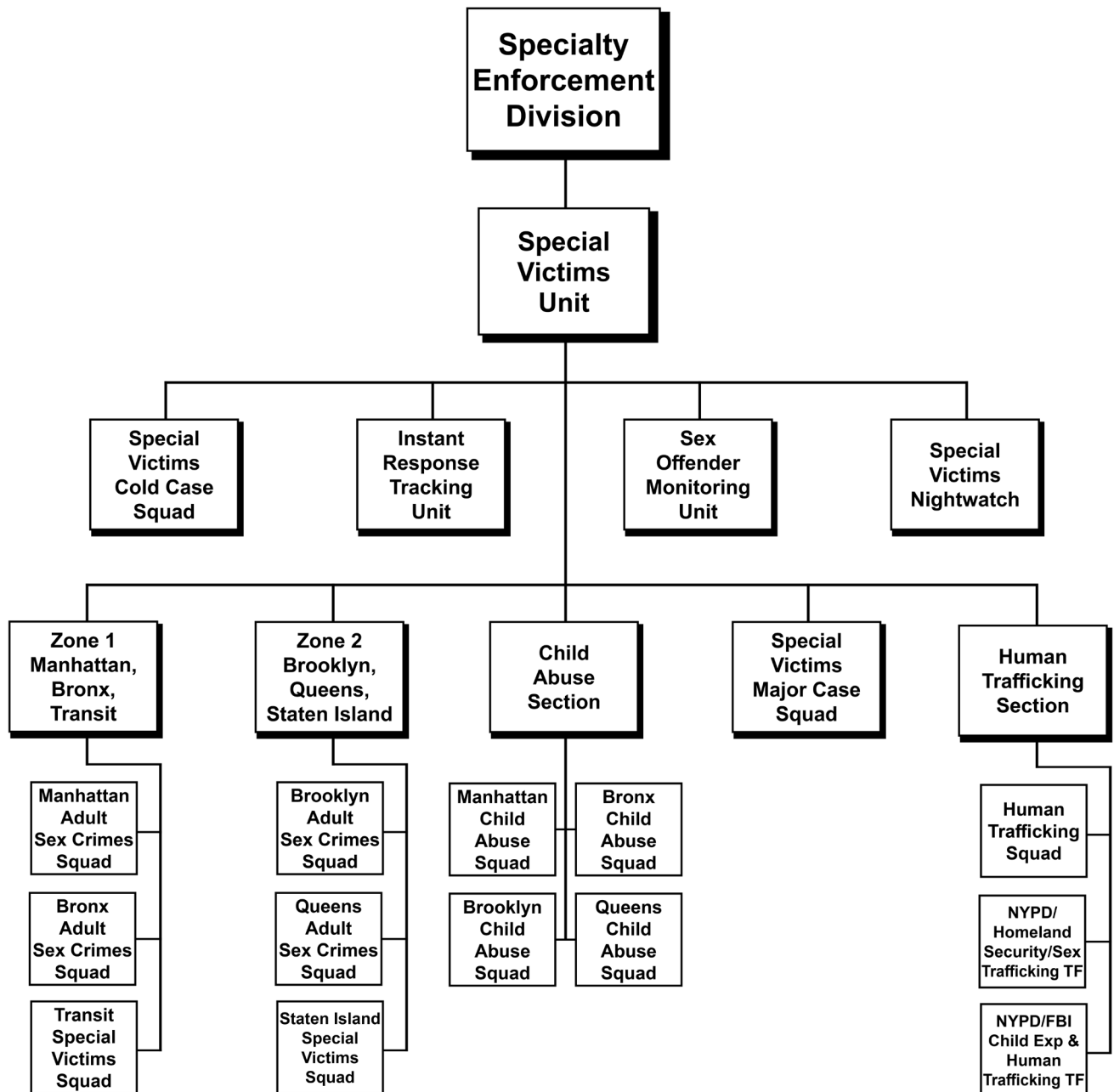
1. Investigate and enforce laws relating to vice offenses (e.g., gambling, prostitution, sale of alcoholic beverages, illegal fireworks and ticket scalping) and apprehend persons who violate such laws.
2. Report and confer frequently with Commanding Officer, Vice Unit on matters involving vice complaint, investigations and enforcement.

### **MAJOR CASE SQUAD**

1. Investigate citywide criminal vice investigations that have a strong nexus to organized gang and gun related violence.
2. Conduct long term investigations pertaining to complex gambling networks.

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<b>SPECIAL VICTIMS UNIT</b>			
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### **SPECIAL VICTIMS UNIT**

1. Provide oversight and be responsible for Cold Case Squad, Instant Response Tracking Unit, Sex Offender Monitoring Unit, Nightwatch, Major Case Squad, Special Victims Unit Zone 1 and Zone 2, Child Abuse Section, and Human Trafficking Section.
2. Responsible for the investigation of all sex crimes or attempts against any person of any age.
3. Monitor cases investigated by Special Victims Squads to ensure proper classification.
4. Review cases to ensure that appropriate case management procedures are adhered to.
5. Responsible for the review and analysis of all sex crime complaints to ensure proper classification.
6. Be responsible for the efficient operation of the Special Victims Unit and ensure Squads confer on a regular basis with respect to identifying trends and patterns and sharing intelligence.
7. Ensure that members assigned to the Special Victims Unit receive training necessary to perform assigned duties.
8. Coordinate efforts between the Special Victims Unit and the Detective Bureau.
9. Serve as a liaison for the New York City Police Department with Child Advocacy Centers, hospital based rape crisis centers and various advocacy groups throughout the City.
10. Maintain liaison and confer with the various District Attorney's offices regarding special victim cases, issues and training.

### **SPECIAL VICTIMS COLD CASE SQUAD**

1. Investigate unsolved special victims' cases (i.e., rapes, DNA cold cases).

### **INSTANT RESPONSE TRACKING UNIT**

1. Coordinate activities, investigations and other appropriate actions with Special Victims Unit.
2. Operate the Special Victims Unit twenty-four-hour wheel.
3. Operate the Department's twenty-four-hour Sex Crimes Hotline.
4. Process and properly assign request for service from hospital emergency rooms for walk-in sexual assault victims.
5. Process Law Enforcement Referrals received from the State Central Registry of Child Abuse and Maltreatment from the Office of Children and Family Services.
6. Ensure a prompt, effective and coordinated response to cases which have triggered an Instant Response by the Administration for Children's Services (ACS).
7. Provide a central repository for statistical record keeping and tracking of dispositions for Hot Line calls, Hospital Walk-ins, Law Enforcement Referrals and Instant Responses.
8. Improve coordination of the NYPD/ACS in team response.

### **SEX OFFENDER MONITORING UNIT**

1. Provide a centralized location for the Department to receive, exchange, disseminate and monitor information regarding sex offenders registered with the New York State Division of Criminal Justice Services under the Sex Offender Registration Act.
2. Monitor information on sex offenders required to register annually with the Division of Criminal Justice Services.

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- Disseminate information concerning released sex offenders residing within the five boroughs of New York City to the borough Special Victims Squad and other commands, when appropriate.

### **SPECIAL VICTIMS NIGHTWATCH**

- Respond to all stranger Rapes and stranger Criminal Sexual Acts and their attempts; hospital sex crime walk-ins; sex offenses that are part of an ongoing pattern and any other sex crime case that is unusual.
- Adhere to directions from the Detective Bureau Duty Captain.
- Perform a complete set of preliminary investigative steps to ensure proper case stabilization.
- Notify Special Victims Squad responsible for preliminary investigative work.
- Perform duties during the hours of 0001 hours and 0800 hours.

### **SPECIAL VICTIMS UNIT ZONE 1 (Manhattan, Bronx, Transit)**

- Facilitate operational and administrative efficiency of squads within designated area of responsibility.
- Confer with Commanding Officers, Special Victims Squads and Child Abuse Squads on a regular basis to disseminate information regarding identifying crime patterns and trends.
- Coordinate efforts with other Zone Commanding Officers to address crimes that transcend zone boundaries.
- Oversee investigative functions and proper management of assigned cases.
- Perform duties as directed by the Special Victims Unit commander and executive officer.
- Maintain liaison with respective Detective Borough, Patrol, Housing and Transit Borough Commands.

### **MANHATTAN ADULT SEX CRIMES SQUAD**

- Investigate all criminal complaints as listed under Article 130, of the New York State Penal Law, "SEX OFFENSES."
- Identify and investigate any sex crime pattern.
- Maintain liaison with respective Detective Borough, Patrol, Housing and Transit Borough Commands.
- Confer regularly with respective Patrol Borough Pattern Identification Modules regarding relevant crime trends, patterns and incident clusters.

### **BRONX ADULT SEX CRIMES SQUAD**

- Investigate all criminal complaints as listed under Article 130, of the New York State Penal Law, "SEX OFFENSES."
- Identify and investigate any sex crime pattern.
- Maintain liaison with respective Detective Borough, Patrol, Housing and Transit Borough Commands.
- Confer regularly with respective Patrol Borough Pattern Identification Modules regarding relevant crime trends, patterns and incident clusters.

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### **TRANSIT SPECIAL VICTIMS SQUAD**

1. Investigate all criminal complaints as listed under Article 130, of the New York State Penal Law, "SEX OFFENSES."
2. Investigate reported cases of abuse where the victim is:
  - a. Less than eleven years of age and is the victim of child abuse as defined in Section 1012 of the Family Court Act, "ABUSED CHILD," OR
  - b. Less than thirteen years of age and is the victim of any sex crime or attempted sex crime.
3. Identify and investigate any sex crime pattern.
4. Maintain liaison with respective Detective Borough, Patrol, Housing and Transit Borough Commands.
5. Confer regularly with respective Patrol Borough Pattern Identification Modules regarding relevant crime trends, patterns and incident clusters.

### **SPECIAL VICTIMS UNIT ZONE 2 (Brooklyn, Queens, Staten Island)**

1. Facilitate operational and administrative efficiency of squads within designated area of responsibility.
2. Confer with Commanding Officers, Special Victims Squads and Child Abuse Squads on a regular basis to disseminate information regarding identifying crime patterns and trends.
3. Coordinate efforts with other Zone Commanding Officers to address crimes that transcend zone boundaries.
4. Oversee investigative functions and proper management of assigned cases.
5. Perform duties as directed by the Special Victims Unit Commander and Executive Officer.
6. Maintain liaison with respective Detective Borough, Patrol, Housing and Transit Borough Commands.

### **BROOKLYN ADULT SEX CRIMES SQUAD**

1. Investigate all criminal complaints as listed under Article 130, of the New York State Penal Law, "SEX OFFENSES."
2. Identify and investigate any sex crime pattern.
3. Maintain liaison with respective Detective Borough and Patrol, Housing and Transit Borough Commands.
4. Confer regularly with respective Patrol Borough Pattern Identification Modules regarding relevant crime trends, patterns and incident clusters.

### **QUEENS ADULT SEX CRIMES SQUAD**

1. Investigate all criminal complaints as listed under Article 130, of the New York State Penal Law, "SEX OFFENSES."
2. Identify and investigate any sex crime pattern.
3. Maintain liaison with respective Detective Borough, Patrol, Housing and Transit Borough Commands.
4. Confer regularly with respective Patrol Borough Pattern Identification Modules regarding relevant crime trends, patterns and incident clusters.

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### **STATEN ISLAND SPECIAL VICTIMS SQUAD**

1. Investigate all criminal complaints as listed under Article 130, of the New York State Penal Law, "SEX OFFENSES."
2. Investigate reported cases of abuse where the victim is:
  - a. Less than eleven years of age and is the victim of child abuse as defined in Section 1012 of the Family Court Act, "ABUSED CHILD," OR
  - b. Less than thirteen years of age and is the victim of any sex crime or attempted sex crime.
3. Identify and investigate any sex crime pattern.
4. Maintain liaison with respective Detective Borough and Patrol, Housing and Transit Borough Commands.
5. Confer regularly with respective Patrol Borough Pattern Identification Modules regarding relevant crime trends, patterns and incident clusters.

### **CHILD ABUSE SECTION**

1. Facilitate operational and administrative efficiency of squads within designated area of responsibility.

### **MANHATTAN CHILD ABUSE SQUAD**

1. Investigate reported cases of abuse in Patrol Boroughs Manhattan North and Manhattan South, where the victim is:
  - a. Less than eleven years of age and is the victim of child abuse as defined in Section 1012 of the Family Court Act, "ABUSED CHILD," OR
  - b. Less than thirteen years of age and is the victim of any sex crime or attempted sex crime.

### **BRONX CHILD ABUSE SQUAD**

1. Investigate reported cases of abuse where the victim is:
  - a. Less than eleven years of age and is the victim of child abuse as defined in Section 1012 of the Family Court Act, "ABUSED CHILD," OR
  - b. Less than thirteen years of age and is the victim of any sex crime or attempted sex crime.

### **BROOKLYN CHILD ABUSE SQUAD**

1. Investigate reported cases of abuse in Patrol Boroughs Brooklyn South and Brooklyn North, where the victim is:
  - a. Less than eleven years of age and is the victim of child abuse, as defined in Section 1012 of the Family Court Act, "ABUSED CHILD," OR
  - b. Less than thirteen years of age and is the victim of any sex crime or attempted sex crime.

### **QUEENS CHILD ABUSE SQUAD**

1. Investigate reported cases of abuse in Patrol Boroughs Queens South and Queens North, where the victim is:
  - a. Less than eleven years of age and is the victim of child abuse as defined in Section 1012 of the Family Court Act, "ABUSED CHILD," OR
  - b. Less than thirteen years of age and is the victim of any sex crime or attempted sex crime.

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### **SPECIAL VICTIMS MAJOR CASE SQUAD**

1. Assist the Adult Sex Crimes and Child Abuse Squads on all serious investigations and other incidents as directed by Detective Bureau executives.

### **HUMAN TRAFFICKING SECTION**

1. Supervise long term investigations pertaining to complex human trafficking networks.
2. Supervise and coordinate covert investigations which require specialization in vice enforcement.
3. Oversee the enforcement of sexual exploitation of children laws and the investigation of organized vice-related offenses which cross country borders.

### **HUMAN TRAFFICKING SQUAD**

1. Combat Citywide human trafficking by investigating, identifying and rescuing victims of all types of trafficking (e.g., sex and labor trafficking, foreign national and domestic, male and female, adults and minors).
2. Coordinate with the Department investigative units, federal, state and City agencies to address human trafficking related issues.
3. Maintain a partnership with victim service providers to ensure identified victims receive necessary services.

### **NYPD/HOMELAND SECURITY SEX TRAFFICKING TASK FORCE**

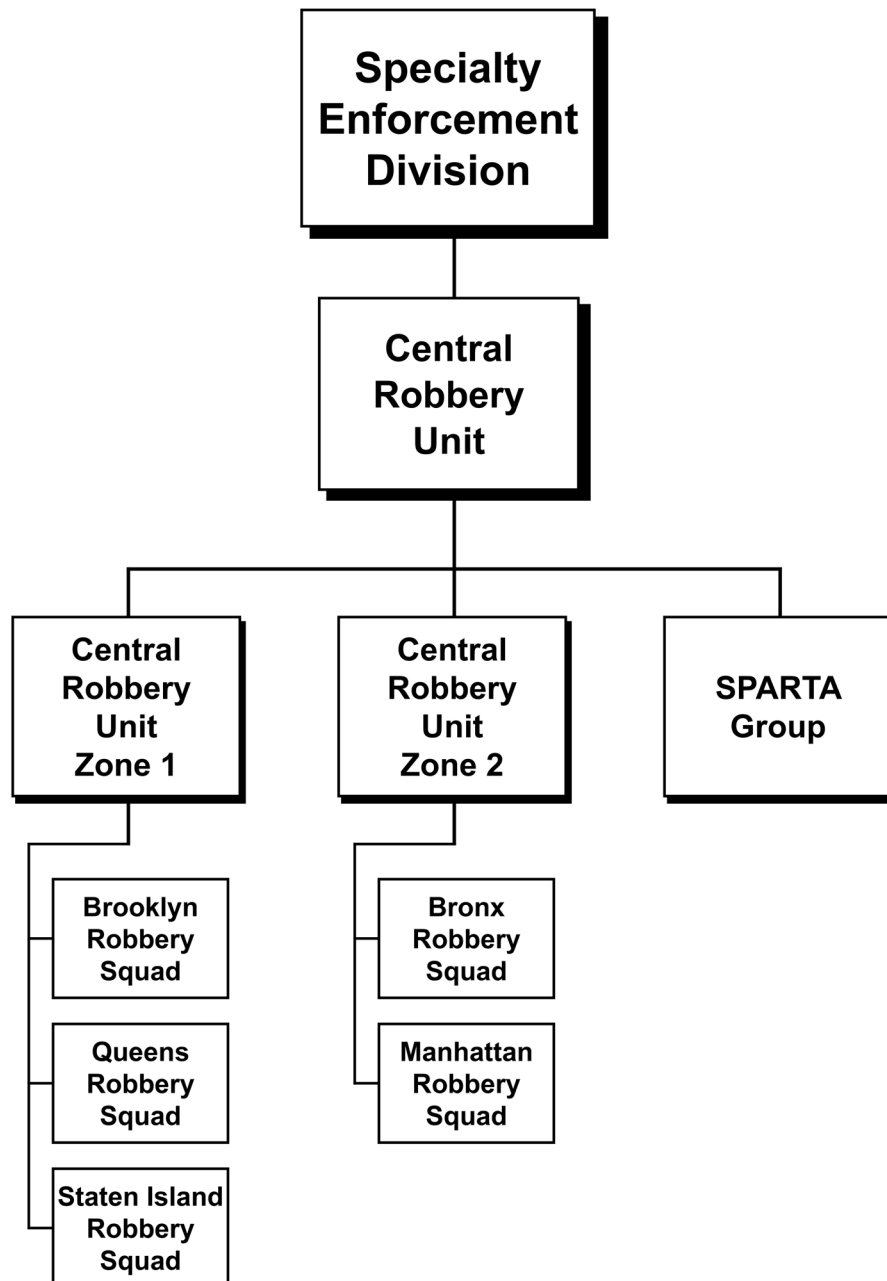
1. Joint task force with Department of Homeland Security to investigate human trafficking and labor trafficking.

### **NYPD/FBI CHILD EXPLOITATION & HUMAN TRAFFICKING TASK FORCE**

1. Joint task force with Federal Bureau of Investigation to investigate human trafficking and crimes against children.

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### **CENTRAL ROBBERY UNIT**

1. Identify, analyze, track and investigate robbery related patterns involving more than one precinct or borough.
2. Manage the Detective Bureau's physical surveillance resources.
3. Assist in citywide coordination and deployment of uniform, anti-crime and detective personnel to apprehend robbery pattern perpetrators.
4. Gather intelligence information on robbery suspects.
5. Investigate all home invasion robberies and maintain a central repository of information and intelligence regarding home invasion robberies.
6. Coordinate activities/investigations with the Internal Affairs Bureau, Police Impersonation Investigation Unit (P.I.I.U.) involving all police impersonations occurring during the commission of a robbery or as otherwise directed.

#### **CENTRAL ROBBERY UNIT ZONE 1**

1. Oversee Brooklyn, Queens and Staten Island Robbery Squads.

##### **ROBBERY SQUADS (BROOKLYN AND QUEENS)**

1. Review and analyze all robberies occurring within the borough.
2. Investigate borough robbery patterns.
3. Investigate home invasion robberies.
4. Investigate pattern or priority crimes as directed by the Chief of Detectives.

##### **ROBBERY SQUAD (STATEN ISLAND)**

1. Investigate all robberies occurring in Patrol Borough Staten Island.
2. Investigate deception burglaries.
3. Investigate all grand larcenies from person.
4. Investigate pattern or priority crimes as directed by the Chief of Detectives.

#### **CENTRAL ROBBERY UNIT ZONE 2**

1. Oversee Bronx and Manhattan Robbery Squads.

##### **ROBBERY SQUADS (BRONX AND MANHATTAN)**

1. Review and analyze all robberies occurring within the borough.
2. Investigate borough robbery patterns.
3. Investigate home invasion robberies.
4. Investigate pattern or priority crimes as directed by the Chief of Detectives.

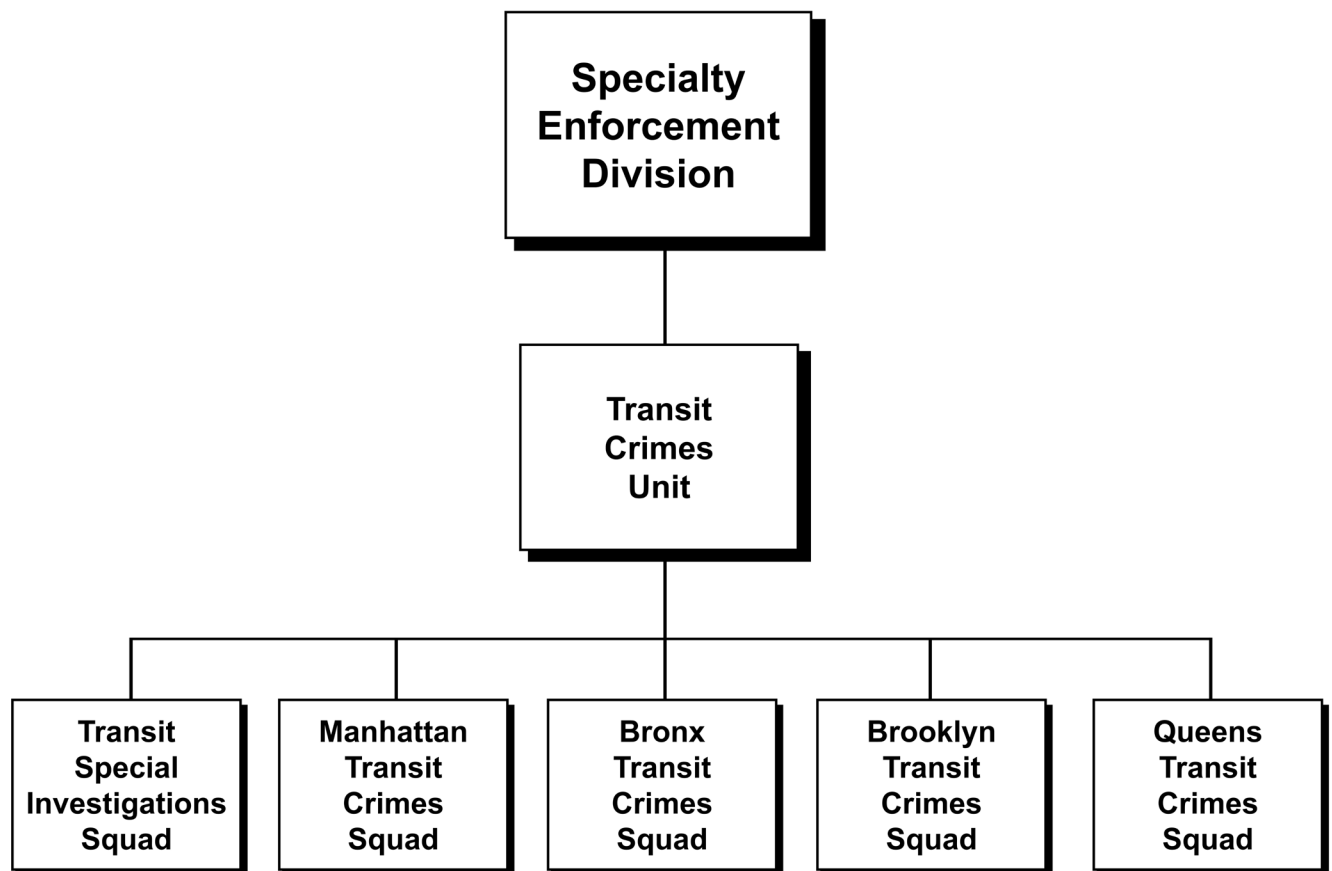
#### **SPARTA GROUP**

1. Investigate commercial robberies in conjunction with Bureau of Alcohol Tobacco and Firearms (ATF).



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### **TRANSIT CRIMES UNIT**

1. Review and analyze all robberies occurring within the transit system.
2. Investigate robbery patterns occurring within the transit system.
3. Investigate pattern or priority crimes as directed by the Chief of Detectives.

### **TRANSIT SPECIAL INVESTIGATIONS SQUAD**

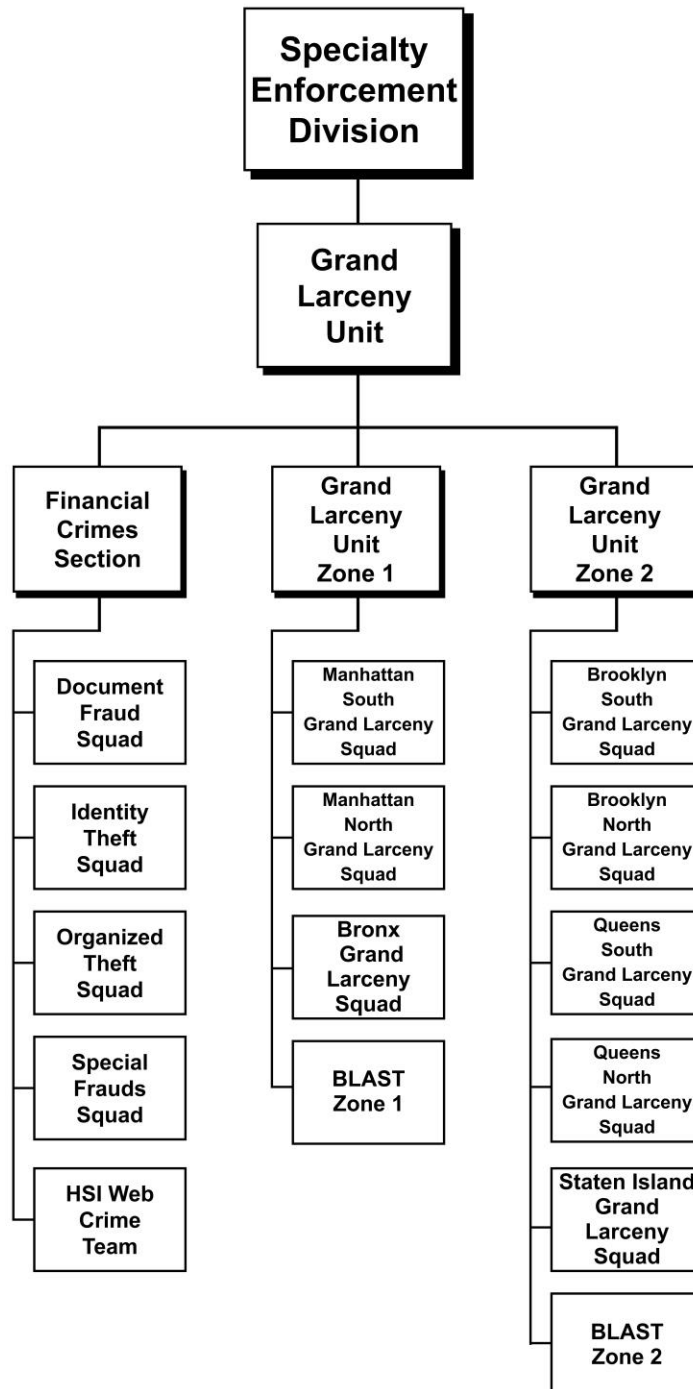
1. Assist Precinct Detective Squad and investigative units in the viewing and retrieval of NYC Transit Authority and transit incident related video.
2. Assist Precinct Detective Squad and investigative units in the tracking and usage of MetroCard.
3. Coordinate with the Transit Bureau regarding the tracking of transit robbery and grand larceny recidivist offenders and parolees.
4. Assist the Transit Bureau regarding their coordinated efforts with the NYC Transit Authority to deter MetroCard Vending Machine theft, vandalism and fraud and to identify and apprehend recidivist offenders that are committing such offenses.
5. Coordinate with Central Robbery Unit Robbery Squads and Transit Squads regarding investigations.
6. Analyze the usage of stolen credit / debit cards to purchase MetroCard to identify patterns of usage and conduct investigations to identify potential offenders.

### **TRANSIT CRIMES SQUADS (Manhattan, Bronx, Brooklyn, Queens)**

1. Investigate all complaints that occur within the transit system except those properly closed by uniformed members of the service assigned to Precincts/Police Service Areas/Transit Districts or referred to specialized units.

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### **GRAND LARCENY UNIT**

1. Supervise and oversee the work functions of the Grand Larceny Unit Zones and the Financial Crimes Specialty Section.
2. Review and analyze grand larceny complaints citywide to identify, generate and assign larceny patterns for investigation by appropriate Detective Bureau personnel.
3. Generate, assign, monitor and ensure the update of grand larceny patterns and disseminate to the Real Time Crime Center.
4. Coordinate with the Crime Control Strategies' Grand Larceny Analytical Unit and each Patrol Borough Pattern Identification Module to identify grand larceny trends and patterns throughout New York City, as well as, trends and patterns which extend outside of New York City.

### **FINANCIAL CRIMES SECTION**

1. Supervise and oversee the work functions of the Document Fraud Squad, Identity Theft Squad, Organized Theft Squad, Special Frauds Squad and Homeland Security Investigations (HSI) Web Crime Team.”.
2. Investigate cases involving Identity Theft related larcenies where loss is valued at \$5,000 or more, or there is a pattern involving more than one NYPD precinct, or for cases where the expertise, equipment and resources of the Financial Crimes Section are most appropriate to the investigation as determined by the Commanding Officer, Grand Larceny Unit.
3. Conduct special investigations as directed by the Commanding Officer, Grand Larceny Unit.

### **DOCUMENT FRAUD SQUAD**

1. Identify and investigate sources of counterfeit documents with the intent of eliminating them.
2. Investigate individuals who obtain genuine identification documents by fraudulent means.
3. Assist members of the Department in the recognition and identification of fraudulent documents.

### **IDENTITY THEFT SQUAD**

1. Investigate patterns of identity theft involving more than one NYPD precinct, or single incidents of identity theft involving a loss of \$5,000 or more, in which the means of compromise was other than computer intrusion, internet scam or where numerous re-encoded cards are used at the same location.
2. Gather intelligence information regarding identity theft operations and relevant emerging crime trends.
3. Coordinate operations, as applicable, with other units within the Detective Bureau.
4. Establish and maintain liaison with other Department units, local law enforcement, federal law enforcement and private sector loss prevention entities.
5. Provide field response and investigative support, including debriefing and case enhancement for local squad investigations concerning identity theft offenses.

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### **ORGANIZED THEFT SQUAD**

1. Establish and maintain liaison with Department units, local law enforcement, federal law enforcement and private sector loss prevention entities.
2. Gather intelligence information regarding organized theft and identity theft operations and relevant emerging crime trends.
3. Identify, investigate and target for enforcement, groups of individuals engaged in organized theft activities.

### **SPECIAL FRAUDS SQUAD**

1. Investigate thefts involving fraudulent documents, forgeries and check frauds.
2. Investigate confidence games involving transient organized criminals, telecommunications fraud and other electronic fraud.
3. Identify, investigate and target for enforcement, groups of individuals engaged in organized theft activities.

### **HOMELAND SECURITY INVESTIGATIONS (HSI) WEB CRIME TEAM**

1. Conduct joint HSI/NYPD investigations that focus on financially motivated crime involving the Dark Web, Cyber Intrusions and other Complex Frauds.
2. Conduct proactive investigations to disrupt and dismantle transnational criminal organizations (TCOs).

### **GRAND LARCENY UNIT ZONE 1 (Manhattan South Squad, Manhattan North Squad, Bronx Squad and BLAST Zone 1), ZONE 2 (Brooklyn South Squad, Brooklyn North Squad, Queens South Squad, Queens North Squad, Staten Island Squad and BLAST Zone 2)**

1. Ensure all Grand Larceny Squad and Burglary Larceny Apprehension Suppression Team (BLAST) personnel are properly managed and supervised.
2. Ensure Grand Larceny Squads and BLAST personnel are making quality arrests in a timely manner and prisoners are properly safeguarded and processed.
3. Ensure all Grand Larceny Squads investigate borough and citywide grand larceny patterns in a timely manner.
4. Ensure personnel are properly utilizing the Enterprise Case Management System.
5. Ensure relevant records, reports and data are properly prepared, analyzed and utilized to enhance investigations.
6. Ensure personnel confer with the Legal Bureau and when appropriate, the prosecutor's office and NYC Corporation Counsel to properly resolve legal issues.
7. Ensure personnel are properly prepared to testify in court and accurately testify in a professional manner.
8. Ensure personnel are properly assigned and utilized.
9. Ensure vehicles, equipment, supplies and other resources are properly assigned and utilized and when appropriate, request additional resources.
10. Ensure personnel are properly trained and provide in-service training at the direction of the Chief of Detectives.

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11. Ensure all personnel related issues are properly addressed in a timely manner (e.g., recommendations for promotion/advancement, assignments, recommendations for transfer, performance evaluations, discipline, etc.).
12. Manage the physical evidence, telephone analysis, internet investigation, electronic surveillance, intelligence collection/dissemination, computer/database usage, eyewitness identification, interview/interrogation, video seizure, facial recognition, apprehension, sealed records access, rewards, traceable property, physical surveillance and other applicable Detective Bureau investigative programs.
13. Ensure the Detective Bureau management controls program, integrity program and overtime program are implemented and properly managed.
14. Confer with, disseminate information to and coordinate activities with Grand Larceny Division executives, precinct/police service area/transit commanding officers, Detective Bureau executives, NYPD investigative unit commanders and other investigative agencies.
15. Confer with the Grand Larceny Division executives and the Office of the Chief of Detectives to ensure coordination with the Office of the Deputy Commissioner, Public Information.
16. Ensure timely notifications are made to the Chief of Detectives Wheel and Detective Bureau Unusual Occurrence Reports are properly prepared in a timely manner.

**GRAND LARCENY SQUADS (MANHATTAN SOUTH, MANHATTAN NORTH, BRONX, QUEENS SOUTH, QUEENS NORTH, BROOKLYN SOUTH, BROOKLYN NORTH AND STATEN ISLAND)**

1. Perform duties under the supervision of the respective Detective Bureau Lieutenant Commander, Grand Larceny Squad.
2. Maintain an Identity Theft Team in addition to an Unattended Property, Pickpocket/DIP and Auto-Related Larceny Team.
3. Identify, create and investigate grand larceny patterns that transcend precinct and borough boundaries and identify and apprehend offenders.
4. Coordinate investigative measures with outside law enforcement agencies, as well as, private and public organizations to ensure the proper investigation of grand larceny complaints, patterns and recidivist offenders.
5. Coordinate with Precinct Detective Squad and the Field Intelligence Officers of the borough assigned to gather information on burglary and grand larceny offenders.
6. Develop confidential informants to assist with investigations.

**BURGLARY LARCENY APPREHENSION SUPPRESSION TEAMS (ZONE 1: MANHATTAN SOUTH, MANHATTAN NORTH, BRONX) (ZONE 2: QUEENS SOUTH, QUEENS NORTH, BROOKLYN SOUTH, BROOKLYN NORTH AND STATEN ISLAND)**

1. Perform duties under the supervision of the respective Detective Bureau Lieutenant Commander, Grand Larceny Squad.
2. Reduce burglaries and grand larcenies by identifying, tracking and apprehending burglary and grand larceny perpetrators and their associates through deployment focused and consistent with analysis conducted by the respected Grand Larceny Squad.



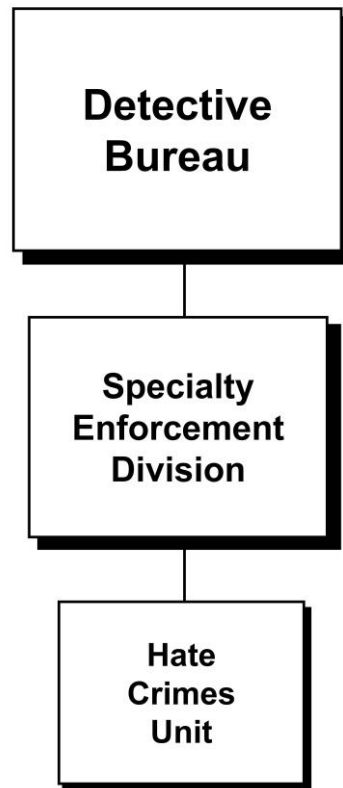
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3. Conduct covert surveillance and gather intelligence.
4. Identify, evaluate and apprehend targeted grand larceny recidivists and high value offenders.
5. Coordinate with the Grand Larceny Squads, Precinct Detective Squad and Field Intelligence Officers of the borough assigned to gather information on burglary and grand larceny offenders.
6. Develop confidential informants to assist with investigations.
7. Coordinate with outside law enforcement agencies, retail organizations and commercial establishments, as well as, private and public organizations to identify, apprehend and prosecute burglary and grand larceny offenders.

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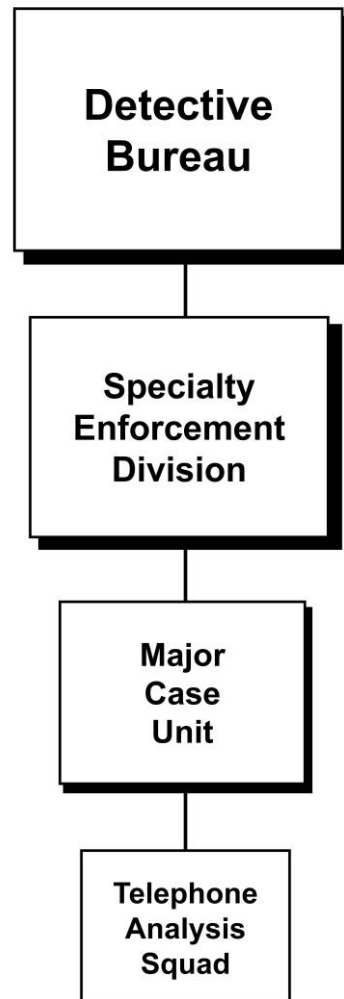


### **HATE CRIMES UNIT**

1. Ensure a coordinated police response and a thorough investigation and analysis of all bias motivated incidents.

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<b>MAJOR CASE UNIT</b>		
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### **MAJOR CASE UNIT**

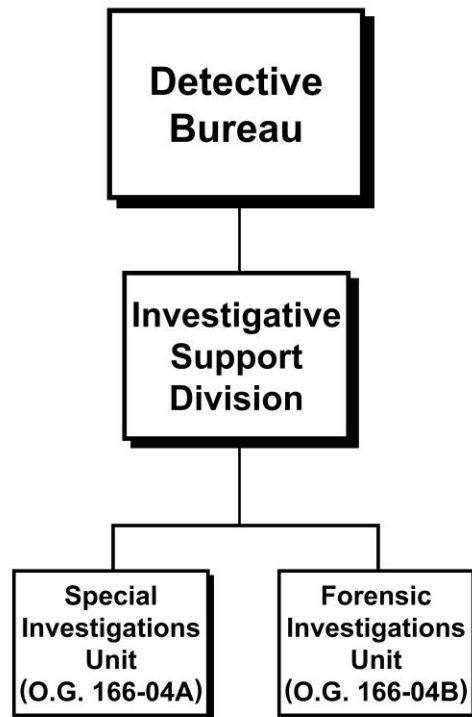
1. Investigate the following: Bank robberies, armed and unarmed; bank burglaries; Citywide bank burglary patterns as directed by the Chief of Detectives; commercial burglaries over \$100,000; Citywide burglary patterns; kidnappings for ransom; thefts of valuable art or rare objects from museums or galleries; burglaries and larcenies of trucks or contents over \$100,000; truck hijackings; armored car robberies and larcenies; and bank larcenies by extortion.
2. Investigate incidents involving coalition activities in coordination with the Intelligence Bureau.
3. Maintain liaison with banks and other law enforcement agencies.
4. Maintain information and photos of bank robbers and burglars.
5. Assist Precinct Detective Squads with abduction cases.
6. Respond to critical incidents and investigate specific crimes as may be assigned by the Chief of Detectives.
7. Supervise and oversee the work functions of the Telephone Analysis Squad.

### **TELEPHONE ANALYSIS SQUAD**

1. Provide support to Detective Bureau personnel with all cell phone investigations.
2. These investigations include but are not limited to assisting Detective Bureau personnel with administrative subpoena issuance and returns, the analysis of Call Detail Records, the analysis of historical cell sites, the analysis of tower dumps.
3. Provide an explanation of records as well as produce analytical reports such as common communication between multiple targets and frequency analysis.
4. Create cell site mapping to aid investigations and present those finding in court.

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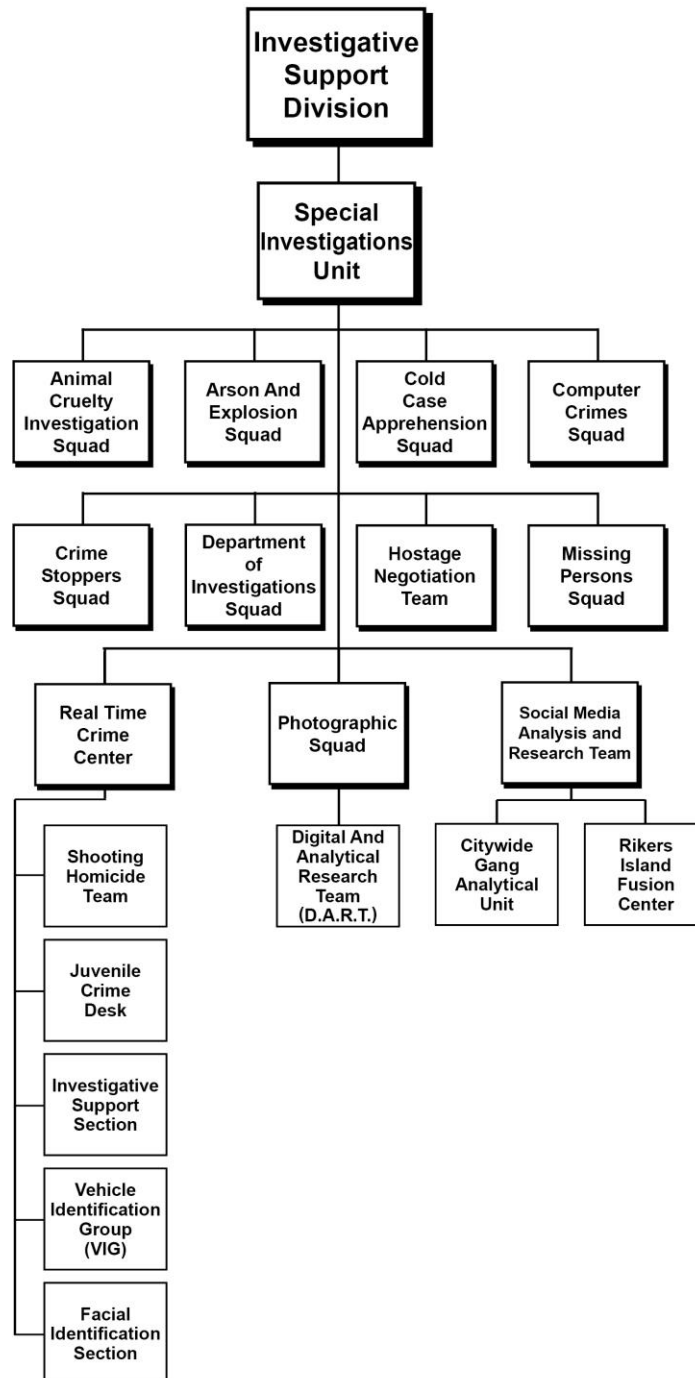


### **INVESTIGATIVE SUPPORT DIVISION**

1. Supervise and oversee the work functions of the Special Investigations Unit and Forensic Investigations Unit.

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### **SPECIAL INVESTIGATIONS UNIT**

1. Investigate crimes of a complex nature that could not be effectively handled at the precinct or borough level.
2. Supervise and oversee the work functions of the Animal Cruelty Investigations Squad, Arson and Explosion Squad, Cold Case Apprehension Squad, Computer Crimes Squad, Crime Stoppers Squad, Department of Investigations Squad, Hostage Negotiation Team, Missing Persons Squad and Photographic Squad.

#### **ANIMAL CRUELTY INVESTIGATION SQUAD**

1. Investigate complaints of animal cruelty.
2. Enhance animal cruelty arrest made by patrol and Precinct Detective Squad.
3. Liaise with animal advocacy groups (i.e., American Society for the Prevention of Cruelty to Animals [ASPCA], etc.).
4. Provide training on the identification of animal cruelty.

#### **ARSON AND EXPLOSION SQUAD**

1. Have Citywide jurisdiction over selected arson crimes and any incident involving the use, possession or sale of explosives.
2. Conduct investigations for the following arson crimes: arson resulting in serious physical injury or death to a police officer or firefighter, arsons in any religious, political or other sensitive locations, arsons involving public figures; arsons that receive substantial community attention; arsons resulting in substantial damage to commercial property; arsons to NYPD property or facilities and arson-for-profit cases.
3. Investigate any pattern arson in which the same individual or group is suspected of committing multiple arsons.
4. Responsible for investigations involving arson or explosives resulting in serious physical injury and likely to die or death.
5. Responsible for homicide investigations involving arson or explosives.
6. Responsible for the investigation of any arson designated as an "Arson Major Case" by the Chief of Detectives including but not limited to: arsons involving retaliation/intimidation, arsons with or without the use of a Molotov cocktail of an occupied building, and an arson that creates an immediate risk of injury.
7. Responsible for the investigation of any device deemed a "Hoax Device," by the NYPD Bomb Squad. A hoax device includes and device / package absent explosive material that is placed in an area that has potential to cause public alarm.
8. Arson and Explosion Squad is part of the Strategic Explosives and Arson Response Task Force (SEAR T.F.) with Alcohol Tobacco and Firearms (ATF). The mission of the Task Force is to conduct proactive and reactive investigations into fire and explosives incidents occurring within the geographic boundaries of New York City in which a significant Federal interest exists.



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### **COLD CASE APPREHENSION SQUAD**

1. Review and assume case responsibility for any Homicide investigations which has exceeded 36 months from the date of incident. If a Homicide is being actively investigated by the Precinct Detective Squad, the investigation will remain with the Precinct Detective Squad. The Cold Case Squad will assume case responsibility for any Homicide at any time at the direction of the Chief of Detectives.
2. Assume case responsibility of any Homicide investigation which has exceeded 5 years from the date of incident when a DNA/Print hit or match has been obtained. If the Homicide is being actively investigated by the Precinct Detective Squad, the Cold Case Squad will assist the Precinct Detective Squad with determining the value of DNA/Print hit and /or match and if they are pertinent to the investigation. In all Homicide investigations which exceed 5 years, the Cold Case Squad will be responsible for following up with and further investigating any DNA/Print hits or matches.
3. Meet regularly with detective borough commanders as well as ADA cold case coordinators/criminalists to jointly select cases that fit the above criteria, regardless of the date of occurrence.

### **COMPUTER CRIMES SQUAD**

1. Provide investigative support for computer and digital/multimedia evidence related crimes both proactively and through forensic examination where a computer or other digital / multimedia device is involved.
2. Conduct forensic examination and analysis when necessary of all digital/multimedia evidence including but not limited to the following, desktop computers, laptop computers, tablets, game consoles, smart phones, cell phones, MP3 Players, personal organizers, GPS devices, internet routers and digital video devices (cameras, DVRs).
3. Provide advice and assistance (including responding to an incident scene when warranted) regarding the recognition, identification, documentation, processing, collection, evaluation, examination, analysis, etc., of digital/ multimedia evidence.
4. Respond to crime scenes to conduct digital triage forensics and other necessary functions.
5. Act as the designated lead agency representative and coordinator for the Department of Justice New York City Internet Crimes Against Children (ICAC) Task Force, which is comprised of Federal, State and Local law enforcement agencies. The Task Force conducts investigations into the online exploitation of children and is comprised of Federal, State and Local law enforcement agencies.
6. Conduct criminal investigations involving Cyber Security Incidents and Events.
7. Provide support and technical assistance when tracking suspects wanted in connection to a crime, missing persons and all other appropriate circumstances when they are known to be using specific computer, digital/multimedia devices and/or internet accounts (e.g., email accounts, social networking accounts, etc.).

### **CRIME STOPPERS SQUAD**

1. Coordinate joint effort by police, all media and the community to combat violent crimes by obtaining information anonymously through the Crime Stoppers Hotline at 1-800-577-TIPS, web page <http://www.nypdcrimestoppers.com>, social media and Crime Stoppers mobile application.



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2. Take tips via the phone, website, direct message on social media and mobile app.
3. Respond to locations of crimes to post Crime Stoppers Reward posters and/or operate one of two TV Vans displaying images of Reward posters. Disseminate posters to the community.
4. Coordinate the Cop Shot Program.
5. Maintain Crime Stoppers' social media accounts.
6. Coordinate with DCPI to present relevant cases for media attention.
7. Coordinate with the Police Foundation regarding rewards for tipsters upon arrest and indictment of perpetrators.

### **DEPARTMENT OF INVESTIGATIONS SQUAD**

1. Assists the City Department of Investigations (DOI) with the criminal investigations of crimes committed by city employees (not NYPD) and civilians and/or entities doing business with the City.
2. Assists DOI by executing search warrants and arrest warrants.
3. Assists DOI with the following:
  - a. Wire-tap room operations and surveillance,
  - b. Execution of Arrest Warrants,
  - c. Execution of Search Warrants,
  - d. Apprehension and arrest subjects,
  - e. Surveillance,
  - f. Assistance with undercover operations,
  - g. Interviews of subjects and witnesses,
  - h. DNA swabs,
  - i. Arrest/Investigatory evidence vouchering,
  - j. Assist and confer with DA's for case presentations,
  - k. Liaison with other NYPD units and DOI for any case information related to investigations,
  - l. Respond to crane and construction fatalities and be case liaison for Precinct Detective Squad personnel, and
  - m. Computer checks for DOI case related investigations.

### **HOSTAGE NEGOTIATION TEAM**

1. Provide hostage negotiation capability for the NYPD.
2. Utilizes investigative and crisis negotiation strategies to diffuse potential violent situations such as barricaded criminals, Emotionally Disturbed Persons and hostage situations
3. Coordinate, train and schedule negotiators in meeting the needs of the Department
4. Assists other agencies as directed by the Chief of Detectives.

### **MISSING PERSONS SQUAD**

1. Investigate cases of missing, unidentified persons / DOA's and runaways.
2. Respond to disasters and recovery operations, identify and assist in preserving human remains.
3. Coordinate and activate UVIS (Unified Victim Identification System) in large scale disasters, mass fatality incidents with the authority of the Mayor and or the NYPD Police Commissioner.
4. Coordinate with the Office of Chief Medical Examiner regarding suspicious death investigations.



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5. Act as central repository of all missing / unidentified person cases in New York City and maintain related National Crime Information Center (NCIC) alarm transmission compliance.
6. Liaison with the New York State Police for Amber and Silver Alerts activated within New York City.

### **PHOTOGRAPHIC SQUAD**

1. Perform image capture of arrestees and maintain the Department's criminal identification photo files.
2. Photograph Department events, as required.

### **DIGITAL AND ANALYTICAL SOURCE TEAM (D.A.R.T.)**

1. Create graphic images (i.e., posters, presentations, etc.) as required for the Detective Bureau.

### **REAL TIME CRIME CENTER**

1. Provide immediate investigative support and analysis to field personnel conducting criminal investigations twenty-four hours a day, seven days a week.
2. Respond to the scene of police involved shootings, active shooter incidents, newsworthy incidents and any incident requesting their assistance.
3. Provides extensive analysis of individuals, gangs and locations by using various software.
4. Coordinates the response of patrol units via department radio upon the activation of 3SI GPS equipment.
5. Conducts an extensive analysis on shootings/homicides incidents citywide and distributes the findings to the case investigator.
6. Creates and distributes flow charts to show separate shooting incidents related by ballistic matches.

### **VEHICLE IDENTIFICATION GROUP (VIG)**

1. Identifies vehicles involved in criminal investigations by using various software, analyzing photos and videos.
2. Analyzing unique characteristics of vehicles, License Plate Reader (LPR) data.

### **JUVENILE CRIME DESK**

1. Provide support to uniformed members of the service who arrest/detain a juvenile twenty-four hours a day, seven days a week.
2. Provide arresting uniformed members of the service with information regarding arrested juvenile prior to completing arrest process to ensure that the appropriate decision is made with regard to the charge(s).
3. Provide assistance to uniformed members of the service regarding proper processing of juvenile arrests.
4. Conduct background checks on arrested juveniles and those adults taking custody of a juvenile upon recognizance or release.
5. Provide information to uniformed members of the service that concerns release of the juvenile to a parent/guardian /adult relative.

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6. Provide assistance to investigators working on active cases that may help to locate identified wanted juveniles.

### **FACIAL IDENTIFICATION SECTION**

1. Provide investigative leads to assist in identifying unknown persons related to criminal investigations through biometric algorithms, intelligence data, social media and other investigative means.

### **SOCIAL MEDIA ANALYSIS AND RESEARCH TEAM (SMART)**

1. Work with members of the Real Time Crime Center to expeditiously identify persons of interest via social media and respond to major incidents and mobilizations, when applicable.
2. Respond to and attend community meetings in high crime zones for the purposes of gathering intelligence from constituents and to provide useful information to members, as necessary.
3. Preserve and memorialize media pages in anticipation of future social media warrants/subpoena requests by field units.
4. Combat youth and crew violence by gathering intelligence via social media networks.
5. Collect data on persons of interest, conduct analysis and identify trends to assist enforcement commands and investigative units.
6. Proactively search and identify at-risk youth and provide information to the Youth Services Section.
7. Coordinate Department juvenile enforcement operations with other units.
8. Assist local commands with crime reduction and trends related to youth crime and gang violence, via borough based teams.

### **CITYWIDE GANG ANALYTICAL UNIT**

1. Map and identify criminal groups to upload into the Enterprise Case Management System (ECMS).
2. Work with Neighborhood Coordination Officers and investigative commands to cultivate, develop and disseminate juvenile intelligence.
3. Maintain Criminal Group Database.

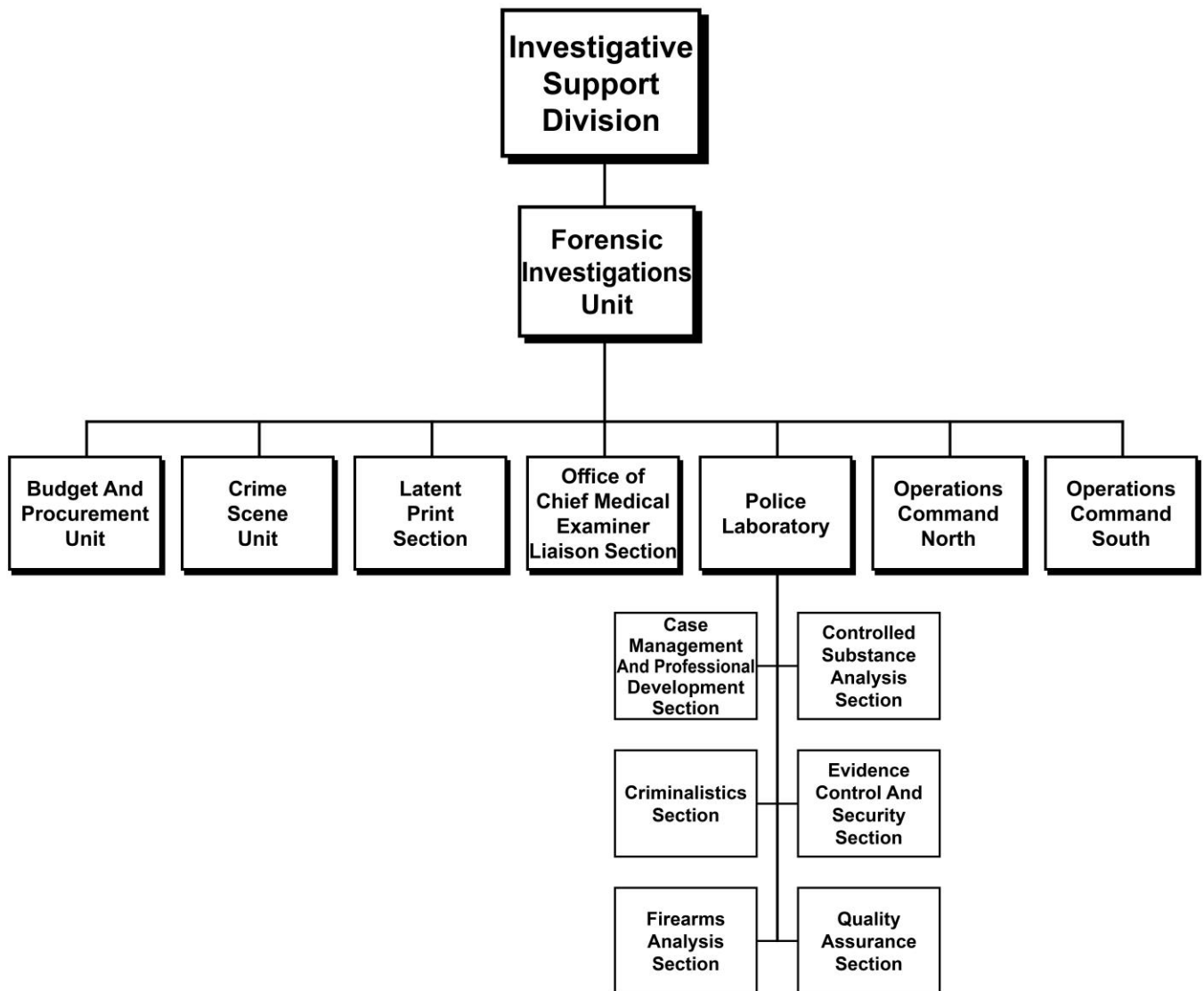
### **RIKERS ISLAND FUSION CENTER**

1. Liaise with Department of Corrections and provide intelligence gathering support concerning inmates of Rikers Island.
2. Conduct debriefings of inmates as necessary.



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<b>FORENSIC INVESTIGATIONS UNIT</b>		
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### **FORENSIC INVESTIGATIONS UNIT**

1. Manage, supervise and coordinate the activities of the Budget Procurement Unit, Police Laboratory, Crime Scene Unit, Latent Print Section, Bomb Squad and Office of Chief Medical Examiner Liaison Unit.

### **BUDGET AND PROCUREMENT UNIT**

1. Manage expenses for the Forensic Investigation Division (i.e., forensic equipment, testing, etc.).

### **CRIME SCENE UNIT**

1. Search for, identify, document, process, collect and forward forensic evidence for examinations to support investigations the criminal justice system.

### **LATENT PRINT SECTION**

1. Examine, compare and identify fingerprint evidence and provide expert testimony in court.
2. Produce forensic sketches to aid investigators to identify suspects and missing persons.

### **OFFICE OF CHIEF MEDICAL EXAMINER (OCME) LIAISON SECTION**

1. Facilitate communication, coordinate and act as the liaison between the OCME, FID, NYPD investigative units, District Attorney's Offices and the criminal justice system to ensure forensic evidence is examined in the proper priority order and the proper number and types of examinations are performed in the proper sequence.
2. Evaluate and track biological evidence Property Clerk Invoices and individual items of biological evidence and ensure that the biological evidence Property Clerk Invoices are forwarded to the OCME in a timely manner and are analyzed in an expeditious manner.

### **OPERATIONS COMMAND NORTH AND SOUTH**

1. Provide immediate response to significant incidents to provide coordination of Forensic Investigation Division (FID) personnel to support investigators.
2. Operations Command North covers Bronx, Brooklyn North, Manhattan North and Queens.
3. Operations Command South covers Brooklyn South, Manhattan South and Staten Island.

### **POLICE LABORATORY**

1. Perform forensic examinations of physical evidence to support investigations and the criminal justice system in a manner that satisfies the accreditation standards of the American Society of Crime Laboratory Directors/ Laboratory Accreditation Board (ASCLD/LAB) International Program and the New York State Commission on Forensic Science.

### **CASE MANAGEMENT AND PROFESSIONAL DEVELOPMENT SECTION**

1. Facilitate communication, coordinate and act as the liaison between the Police Laboratory, NYPD investigative units, District Attorney's Offices and the criminal justice system to ensure forensic evidence is examined in the proper priority order and the proper number and types of examinations are performed in the proper sequence.
2. Ensure Police Laboratory personnel are properly trained.

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### **CONTROLLED SUBSTANCE ANALYSIS SECTION**

1. Analyze evidence for the presence of controlled substances and marihuana and perform quantitative analysis on controlled substances to support investigations and the criminal justice system.
2. Perform analysis on beverages for alcohol (ethanol) content and analysis on blood samples for alcohol (ethanol) content.

### **CRIMINALISTICS SECTION**

1. Perform forensic examinations on evidence submitted for latent prints, trace evidence, gunshot residue, paints, hairs, fibers, footwear impressions, fire debris and questioned documents.
2. Recover biological evidence for submission to OCME DNA laboratory.

### **EVIDENCE CONTROL AND SECURITY SECTION**

1. Intake, inventory, maintain the chain of custody and safeguard all evidence submitted to the Police Laboratory and ensure property is delivered to the OCME Evidence Unit, Property Clerk Division and/or permanent storage facility.
2. Conduct audits of all forensic evidence entering the Police Laboratory to ensure it is properly packaged and is stored in accordance with standard operating procedures.
3. Provide security for the Police Laboratory facility.

### **FIREARMS ANALYSIS SECTION**

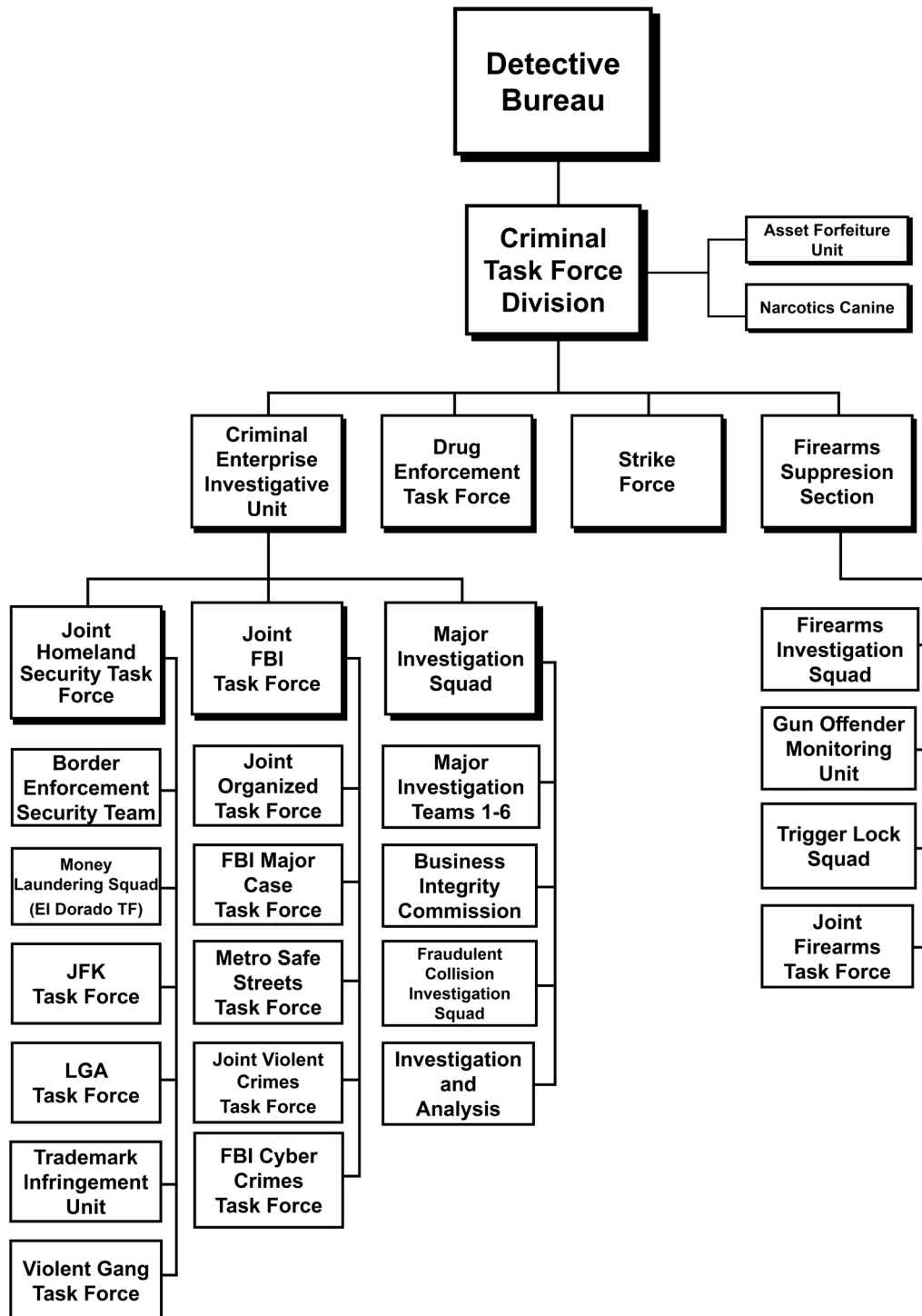
1. Conduct identification and operability examinations on firearms and microscopic analysis of firearms related evidence.
2. Perform computer database searches regarding firearms related evidence.
3. Perform bullet resistant garment tests, firearm trigger pull tests, firearm drop tests, serial number restoration and provide expert testimony.

### **QUALITY ASSURANCE SECTION**

1. Monitor the Police Laboratory's Quality Management System to ensure compliance with ASCLD/LAB International Program and New York State Commission on Forensic Science accreditation standards.

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<b>CRIMINAL TASK FORCE DIVISION</b>		
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## **CRIMINAL TASK FORCE DIVISION**

1. The Criminal Task Force Division, is being reorganized and will consist of the Asset Forfeiture Unit, Narcotics K-9, Criminal Enterprise Investigative Unit and its subunits; Joint Homeland Security Task Force (consisting of Border Enforcement Security Team, Money Laundering Squad [El Dorado Task Force], JFK Task Force, LGA Task Force, Trademark Infringement Unit, Violent Gang Task Force), Joint FBI Task Force (consisting of Joint Organized Crime Task Force, FBI Major Case Task Force, Metro Safe Streets Task Force, Joint Violent Crimes Task Force and FBI Cyber Crimes Task Force), Major Investigation Squad (consisting of Major Investigation Teams, Business Integrity Commission, Fraudulent Collision Investigation and Investigation and Analysis Unit) the Drug Enforcement Task Force, Strike Force and Firearms Suppression Section (consisting of Firearms Investigation Squad, Gun Offender Monitoring Squad, Trigger Lock Squad and Joint Firearms Task Force).

### **ASSET FORFEITURE UNIT**

1. Review and revise Department procedures governing the processing of assets seized by uniformed members of the service.
2. Direct the Department's efforts in tracking and processing assets seized as the result of enforcement action.
3. Act as the Department's liaison with other government and law enforcement agencies regarding forfeiture issues.
4. Brief the Police Commissioner, Chief of Detectives and other executive staff members on forfeiture issues.
5. Track seized assets from the time of the seizure, through the forfeiture process, to the issuance of asset sharing checks, or until case is otherwise closed.
6. Review all existing and future federal/state task force Memorandums of Understanding.
7. Make recommendations to ensure the Department's equitable sharing of assets seized by task forces.
8. Assist uniformed members of the service in identifying assets for possible forfeiture action.
9. Assist in the development of a training curriculum for all members of the service (uniformed and civilian) regarding the Department's federal forfeiture procedures.

### **NARCOTICS CANINE UNIT**

1. Assist tactical teams in search warrant executions.
2. Conduct search with narcotics canine to locate the presence of narcotics.
3. Identify and reveal narcotic trap locations.

### **CRIMINAL ENTERPRISE INVESTIGATIVE UNIT**

1. Partner with federal, state and local law enforcement alliances to conduct investigations that identify, infiltrate and dismantle criminal organizations with an emphasis on those organizations that commit violence.



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2. Investigate traditional and non-traditional organized crime, gang related violence, human trafficking, large scale smuggling, money laundering, insurance fraud, intellectual property theft and trademark infringement.

### **JOINT HOMELAND SECURITY TASK FORCE**

1. Investigate and dismantle criminal enterprises through state and federal prosecution.
  - Border Enforcement Security Team**
    - a. Conduct joint HSI/NYPD investigations that target and dismantle organizations that seek to exploit vulnerabilities at U.S. ports of entry.
  - Money Laundering Squad (El Dorado Task Force)**
    - a. Conduct multi-agency investigations targeting organizations involved in laundering the proceeds of narcotics trafficking and other financial crime in NY/NJ HIDTA region.
  - JFK Task Force**
    - a. Conduct joint HSI/NYPD investigations that target and dismantle organizations that seek to exploit vulnerabilities at JFK Airport.
  - LaGuardia Task Force**
    - a. Conduct joint HSI/NYPD investigations that target and dismantle organizations that seek to exploit vulnerabilities at LaGuardia Airport.
  - Trademark Infringement Unit**
    - a. Investigate intellectual property theft and trademark infringement.
  - Violent Gang Task Force**
    - a. Investigate and dismantle violent gangs and crews through state and federal prosecutions

### **JOINT FBI TASK FORCE**

1. Conduct joint FBI/NYPD investigations to identify and target violent organized crime.
  - Joint Organized Crime Task Force**
    - a. Conduct joint FBI/NYPD investigations to identify and target the hierarchy, members, and associates of violent organized crime.
    - b. Target South American, Asian, African, Eurasian, Middle Eastern and Balkan drug organizations distributing narcotics and conducting money-laundering operations.
    - c. Identify, investigate and prosecute health care fraud perpetrated against the federal government, NYS, and private sector insurance companies in the NYC metro area.
  - Metro Safe Streets Task Force**
    - a. Conduct joint FBI/NYPD investigations to target gang and narcotics related violence by identifying, and prioritizing violent offenders for federal prosecution.
  - Joint Violent Crimes Task Force**
    - a. Joint task force with Federal Bureau of Investigation to investigate armed bank robberies and violent crimes.

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#### **FBI Cyber Crimes Task Force**

- a. Joint task force with Federal Bureau of Investigation to investigate coordinated Computer Network Intrusions, Ransomware and Dark Web activity.

#### **FBI Major Case Task Force**

- a. Joint task force with Federal Bureau of Investigation to investigate criminal enterprises involved in major thefts.

### **MAJOR INVESTIGATIONS SQUAD**

1. Conduct citywide investigations into traditional and non-traditional organized crime and its inherent violence (extortion, loan sharking, gambling, narcotics and money laundering).

#### **Business Integrity Commission**

- a. Responsible for keeping Organized Crimes influence out of City licenses markets, commercial trade waste, and public wholesale markets, as well as shipboard gambling industries.

#### **Fraudulent Collision Investigation Squad**

- a. Partner with National Insurance Crime Bureau to conduct investigations focused on insurance.

#### **Investigation and Analysis Unit**

- a. Collect and disseminate organized crime intelligence and identify emerging trends.
- b. Assist investigative units with crimes that have Organized Crime nexus.

### **DRUG ENFORCEMENT TASK FORCE**

1. Conduct investigations to immobilize the drug distribution networks affecting City and State of New York.
2. Address the violence associated with significant drug trafficking organizations and focus on identifying assets to be seized pursuant to state and federal laws.

### **STRIKE FORCE**

1. Disrupt and dismantle major drug trafficking and money laundering organizations designated by the United States Department of Justice as Consolidated Priority Organization Targets (CPOT's) and their affiliates in the New York metropolitan area
2. A commingled and co-located investigative unit that consolidates the expertise of multiple federal, state and local law enforcement agencies to efficiently and comprehensively attack every aspect of a drug trafficking organization's (DTO) operation
3. Bring a particular focus to money laundering investigations through a financial investigations team that works closely with financial regulators to identify instances of drug trafficker's illicit use of the banking system and seize and forfeit the assets that are essential to the survival of any DTO.

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## **FIREARMS SUPPRESSION SECTION**

1. Supervise and coordinate the activities of the Firearms Investigation Squad, Gun Offender Monitoring Squad and Trigger Lock Squad.

### **FIREARMS INVESTIGATION SQUAD**

1. Identify, investigate and target for enforcement individuals and/or groups involved in illegal firearms.
2. Take steps to interdict the trafficking of firearms within New York City.
3. Coordinate with Joint Firearms Task Force relating to the interdiction of firearms coming into New York City.
4. Coordinate with the Trigger Lock Squad to enhance investigations.

### **GUN OFFENDER MONITORING SQUAD**

1. Register all individuals convicted of Penal Law section 265.02 (5-8) or 265.03 (3) in a court in New York City within 48 hours of their conviction or release and then every six months for four years after their first appearance.
2. Verify registrant's address and take appropriate investigative steps to facilitate the location of non-compliant registrants.
3. Debrief gun offenders at each one of their appearances on specific criminal incidents to gather general intelligence in order to monitor the spread of illegal firearms in New York City and to further Department investigations.
4. Register offenders as confidential informants when appropriate.
5. Prepare an Investigation Card for gun offenders when investigation reveals that offender does not reside at stated address or is otherwise noncompliant.
6. Disseminate appropriate information about registrants through Department intranet and when specifically solicited to do so by Department investigative or patrol units to enhance their investigations.
7. Maintain a database of all present and past registrants, firearms intelligence related to these registrants and pedigree information, including but not limited to the following: name; Social Security Number; NYSID; date of birth; aliases; address; phone number; alternative addresses; race; height; weight; eye color.

### **TRIGGER LOCK SQUAD**

1. Monitor and review Citywide firearm-related arrests and determine which firearm-related cases are applicable for Federal prosecution.

### **JOINT FIREARMS TASK FORCE**

1. Investigate complaints concerning the importation, sale and distribution of illegal firearms into New York City.
2. Trace the origin and ownership of firearms used in the commission of crimes.
3. Identify and arrest federal firearm licensees and straw purchasers nationwide that illegally sell/distribute firearms used in serious crimes in New York City.



<b>ORGANIZATION GUIDE</b>		Procedure No: Appendix A
<b>PRECINCT BOUNDARIES</b>		
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All precinct boundaries begin and end at the center line of streets designated unless otherwise specified and include all territory lying within said boundaries, including property occupied as international territory and by the United States government when police services are requested therein.

**1<sup>ST</sup> PRECINCT**  
16 Ericsson Place  
New York, NY 10013

Beginning at Hudson River and a point in line with West Houston St., to West Houston St., to Broadway, to Chambers St., to Centre St., to Park Row, to a point in line with Frankfort St., to Frankfort St., to Dover St., to East River, to Upper Bay, to Hudson River, to a point in line with West Houston St., place of beginning.

Brooklyn-Battery Tunnel to borough line, the Holland Tunnel to New York State boundary line and Governor's Island, Ellis Island and Liberty Island for record purposes.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/1st-precinct.page>

**5<sup>TH</sup> PRECINCT**  
19 Elizabeth St.  
New York, NY 10013

Beginning at the East River and a point in line with Pike Slip, to Pike Slip, to iron railing west side of park on Pike St., to Division St., to iron railing west side of park on Allen St., to East Hudson St., to Broadway, to Chambers St., to Centre St., to Park Row, to a point in line with Frankfort St., to Frankfort St., to Dover St., to the East River, to a point in line with Pike Slip, place of beginning. Including Brooklyn and Manhattan Bridges to center of spans.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/5th-precinct.page>

**6<sup>TH</sup> PRECINCT**  
233 West 10<sup>th</sup> St.  
New York, NY 10014

Beginning at West 14<sup>th</sup> St., from Hudson River to East 14<sup>th</sup> St., to Broadway, to West Houston St., to Hudson River, to West 14<sup>th</sup> St., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/6th-precinct.page>



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### **7<sup>TH</sup> PRECINCT**

19 Pitt St.  
New York, NY 10002

East Houston St. (south curb line of Center Mall), from west railing of park on Allen St. to East River, to Pike Slip, to west railing of park on Pike St., to Division St., to west railing of park on Allen St., to East Houston St., place of beginning, including Williamsburg Bridge to center line of span.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/7th-precinct.page>

### **9<sup>TH</sup> PRECINCT**

321 East 5<sup>th</sup> St.  
New York, NY 10003

East 14<sup>th</sup> St., from Broadway, to East River, to south curb line of Center Mall of East Houston St., East Houston St., to Broadway, to East 14<sup>th</sup> St., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/9th-precinct.page>

### **10<sup>TH</sup> PRECINCT**

230 West 20<sup>th</sup> St.  
New York, NY 10011

Beginning at West 14<sup>th</sup> St. and 7<sup>th</sup> Ave., west on West 14<sup>th</sup> St., to the Hudson River, north to West 43<sup>rd</sup> St., east on West 43<sup>rd</sup> St., to 9<sup>th</sup> Ave., south to West 29<sup>th</sup> St., east to 7<sup>th</sup> Ave., south to West 14<sup>th</sup> St., place of beginning.  
Including Lincoln Tunnel to New York State boundary line.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/10th-precinct.page>

### **13<sup>TH</sup> PRECINCT**

230 East 21st St.  
New York, NY 10010

Beginning at West 14th St. and 7th Ave., east on West 14th St. to 5th Ave., continuing east on East 14th St. to East River, north to East 30th St., west on East 30<sup>th</sup> St. to Lexington Ave., south to East 29th St., west on East 29th St. to 5th Ave., continuing west on West 29th St. to 7th Ave., south to West 14th St., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/13th-precinct.page>



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### **17<sup>TH</sup> PRECINCT**

167 East 51<sup>st</sup> St.  
New York, NY 10017

Beginning at East 30<sup>th</sup> St. and Lexington Ave., east on 30<sup>th</sup> St. to East River, north to East 59<sup>th</sup> St., west on East 59<sup>th</sup> St. to Lexington Ave., south to East 40<sup>th</sup> St., west to Madison Ave., south to East 34<sup>th</sup> St., east to Lexington Ave., south to East 30<sup>th</sup> St., place of beginning; including Queens Midtown Tunnel to borough line and Belmont Island for record purposes only.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/17th-precinct.page>

### **MIDTOWN SOUTH PRECINCT**

357 West 35th St.  
New York, NY 10001

Beginning at East 29th St. and Lexington Ave., north on Lexington Ave. to East 34th St., west on East 34th St., to Madison Ave., north to East 40th St., east on East 40th St., to Lexington Ave., north to East 45th St., west on East 45th St., to 5th Ave., continuing west on West 45th St., to 9th Ave., south on 9th Ave. to West 29th St., east to Lexington Ave., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/midtown-south-precinct.page>

### **MIDTOWN NORTH PRECINCT**

306 West 54th St.  
New York, NY 10019

Beginning at East 45th St. and Lexington Ave., north on Lexington Ave. to East 59th St., west on East 59th St. to a point in line with east park wall of 5th Ave., north on 5th Ave., to a point in line with wall on Central Park South, west along park wall to Columbus Circle, north along park wall to Central Park West, west to north building line of Columbus Circle, to building line on Broadway, north on Building line to West 60th St., west to Columbus Ave., south to West 59th St., west to Hudson River, south to West 43rd St., east to 9th Ave., north to West 45th St., east to Lexington Ave., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/midtown-north-precinct.page>

### **19<sup>TH</sup> PRECINCT**

153 East 67<sup>th</sup> St.  
New York, NY 10021

Beginning at the center line of East 59<sup>th</sup> St. from a point in line with the east wall of Central Park at Fifth Ave., east to East River, north along the East River Drive to the center line of East 96<sup>th</sup> St., west on East 96<sup>th</sup> St. to the east wall of Central Park at Fifth Ave., south to East 59<sup>th</sup> St. to place of beginning; including the Queensboro Bridge to center point of span and including all territory lying within said boundaries.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/19th-precinct.page>



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### **20<sup>TH</sup> PRECINCT**

120 West 82<sup>nd</sup> St.  
New York, NY 10020

West 59<sup>th</sup> St., and Hudson River, east on West 59<sup>th</sup> St. to Columbus Ave., north to West 60<sup>th</sup> St., east to east building line of Broadway, south to north building line of Columbus Circle, east to park wall on Columbus Circle, north along park wall on Central Park West to West 86<sup>th</sup> St., west on West 86<sup>th</sup> St., to Hudson River, south to West 59<sup>th</sup> St., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/20th-precinct.page>

### **CENTRAL PARK PRECINCT**

86<sup>th</sup> St. Transverse Rd  
New York, NY 10024

Between Central Park West and 5<sup>th</sup> Ave., Manhattan. All territory within the park walls, beginning at Central Park West and Cathedral Parkway, to West 110<sup>th</sup> St., to Frawley Circle, to 5<sup>th</sup> Ave., to Central Park South to Columbus Circle, to Central Park West, to Cathedral Parkway, place of beginning, including Sherman Statue and that portion of Maine Monument within the park territory.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/central-park-precinct.page>

### **23<sup>RD</sup> PRECINCT**

164 East 102<sup>nd</sup> St.  
New York, NY 10029

Beginning at the center line of 115<sup>th</sup> St. and 5<sup>th</sup> Ave., east to the center line of 115<sup>th</sup> St. and Pleasant Ave., south on Pleasant Ave. to the center line of Pleasant Ave. and 114<sup>th</sup> St., east on 114<sup>th</sup>, along an imaginary line to the Harlem River, south to 96<sup>th</sup> St. (including the foot bridge connecting Manhattan with Ward's Island), west on 96<sup>th</sup> St. to the center line of 5<sup>th</sup> Ave., north on 5<sup>th</sup> Ave. (including the area of 5<sup>th</sup> Ave. west to the Central Park Wall), to point of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/23rd-precinct.page>

### **24<sup>TH</sup> PRECINCT**

151 West 100 St.  
New York, NY 10025

West 86<sup>th</sup> St., and the Hudson River to the park wall of Central Park West, to circle at Cathedral Parkway, to south side of Cathedral Parkway, diagonally to center of intersection of Central Park West, 8<sup>th</sup> Ave. and Cathedral Parkway, to Hudson River, to West 86<sup>th</sup> St., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/24th-precinct.page>



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### **25<sup>TH</sup> PRECINCT**

120 East 119<sup>th</sup> St.  
New York, NY 10035

Beginning at the center line of 115<sup>th</sup> St. and 5<sup>th</sup> Ave., east to the center line of 115<sup>th</sup> St. and Pleasant Ave., south on Pleasant Ave. to the center line of Pleasant Ave. and 114<sup>th</sup> St., east on 114<sup>th</sup> St. along an imaginary line to the Harlem River, north to 5<sup>th</sup> Ave., south on 5<sup>th</sup> Ave. to the centerline of 124<sup>th</sup> St., west on 124<sup>th</sup> St. to the center line of Mount Morris Park West, south along Mount Morris Park West to the center line of 120<sup>th</sup> St., east on 120<sup>th</sup> St. to the center line of 5<sup>th</sup> Ave., south on 5<sup>th</sup> Ave. to the center line of 115<sup>th</sup> St. place of beginning. Including the Willis Ave., Third Ave., New York Central Railroad and Madison Ave. Bridges to the center of the Harlem River and also including all the roadways and pedestrian walks of the Triboro Bridge from East 125<sup>th</sup> St. and 2<sup>nd</sup> Ave., including the ramp from East 122<sup>nd</sup> St. and Franklin D. Roosevelt Drive, Manhattan, to the Manhattan toll booths, all vehicle ramps leading to Randalls Island, all of Randalls Island, the connecting bridge between Randalls Island and Wards Island and all of Wards Island, including the recreational area under the jurisdiction of the Department of Parks, all vehicle roadways and pedestrian ramps leading to Queens to the point 100 feet north of the main support suspension on the Queens side between electric light poles 38 and 39, the Manhattan side exit ramp, 125<sup>th</sup> St. and 2<sup>nd</sup> Ave., the exit ramp 122<sup>nd</sup> St. and the Franklin D. Roosevelt Drive, the entrance ramp 125<sup>th</sup> St. and 2<sup>nd</sup> Ave.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/25th-precinct.page>

### **26<sup>TH</sup> PRECINCT**

520 West 126<sup>th</sup> St.  
New York, NY 10027

Beginning at Hudson River and a point in line with the center line of Cathedral Parkway, east on Cathedral Parkway to center line of Manhattan Ave., north on Manhattan Ave. to center line of Morningside Ave. to center line of West 123<sup>rd</sup> St., east to center line of Manhattan Ave., north on Manhattan Ave. to St. Nicholas Ave., north on St. Nicholas Ave. to center line of West 141<sup>st</sup> St., west on West 141<sup>st</sup> St., to center line of Amsterdam Ave., south on Amsterdam Ave. to center line of West 133<sup>rd</sup> St., west on West 133<sup>rd</sup> St. to Hudson River, south to a point in line with the center line on Cathedral Parkway, place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/26th-precinct.page>

### **28<sup>TH</sup> PRECINCT**

2271-81 Frederick Douglass Boulevard  
New York, NY 10027

St. Nicholas Ave. and West 127<sup>th</sup> St., to Fifth Ave. to West 124<sup>th</sup> St., to Mount Morris Park West, to 120<sup>th</sup> St. to Fifth Ave., to West 110<sup>th</sup> St. and Frawley Circle, diagonally to east end of Park Wall on south side of 110<sup>th</sup> St., to Cathedral Parkway, to west end of Park Wall on Cathedral Parkway, to central intersection of Frederick Douglass Boulevard and Cathedral Parkway to Manhattan Ave. to



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Morningside Ave. to center line of West 123<sup>rd</sup> St. to Manhattan Ave. west of Hancock Square to St. Nicholas Ave. to West 127<sup>th</sup> St., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/28th-precinct.page>

**30<sup>TH</sup> PRECINCT**

451 West 151st St.  
New York, NY 10031

Beginning at the center line of West 133rd St. and the Hudson River, east to the center line of Amsterdam Ave., north to the center line of West 141st St., east to the center line of Bradhurst Ave., north to the center line of West 155th St., west to the Hudson River, south to point of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/30th-precinct.page>

**32<sup>ND</sup> PRECINCT**

250 West 135<sup>th</sup> St.  
New York, NY 10030

Beginning at West 127<sup>th</sup> St. and Fifth Ave. to St. Nicholas Ave., to West 141<sup>st</sup> St. to Bradhurst Ave., to 155<sup>th</sup> St. (viaduct) to east side of Harlem River Driveway (fence) along fence of Harlem River Driveway and continue along a line extended across Harlem River Driveway to the fence on the bulkhead in line with aforesaid Harlem River Driveway fence to Harlem River, to a point in line with the center line of Fifth Ave. to West 127<sup>th</sup> St., the place of beginning, including the following bridges to the center of the Harlem River: 145<sup>th</sup> St. Bridge and Macombs Dam Bridge.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/32nd-precinct.page>

**33<sup>RD</sup> PRECINCT**

2120 Amsterdam Avenue  
New York, NY 10032

Beginning at the Hudson River at a point in line with the center line of West 155<sup>th</sup> Street, to the east side of the Harlem River Drive and continuing along the line extended across the Harlem Drive to the fence on the bulkhead in line with the aforesaid Harlem River Drive Fence, to the Harlem River, north to the Bronx-Manhattan borough line east of Broadway, north along the north bulkhead line of the Harlem River, west on the south building line of West 179<sup>th</sup> Street to Cabrini Boulevard, to include the north circular arterial highway entrance ramps to Henry Hudson Parkway and George Washington Bridge, continuing west on south building line of West 179<sup>th</sup> Street to Hudson River, south to a point in line with the center line of West 155<sup>th</sup> Street, place of beginning, including the George Washington, Alexander Hamilton and High Bridges to center spans.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/33rd-precinct.page>



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### **34<sup>TH</sup> PRECINCT**

4295 Broadway  
New York, NY 10033

Beginning at the Hudson River at a point in line with the south building line of West 179<sup>th</sup> Street, east to exclude entrance ramps for Henry Hudson Parkway and George Washington Bridge, continuing east on south building line of West 179<sup>th</sup> Street to Harlem River Bronx-Manhattan borough line east of Broadway, north and west along the north bulkhead line of the Harlem River, west to the Hudson River, south to a point in line with the south building line of West 179<sup>th</sup> Street, place of beginning, including Washington, Broadway, Henry Hudson, and Con Rail Bridges to center spans.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/34th-precinct.page>

### **40<sup>TH</sup> PRECINCT**

257 Alexander Ave.  
Bronx, NY 10454

Beginning at intersection of center line of East 149<sup>th</sup> St. and center of Harlem River, east on 149<sup>th</sup> St., to Park Ave., north to center line of East 159<sup>th</sup> St., east to Third Ave., northeast on the center line to Third Ave., to center line of East 161<sup>st</sup> St., to center line of Prospect Ave., south to center line of East 149<sup>th</sup> St., southeast on center line of East 149<sup>th</sup> St., to East River at the Bronx-Queens County line, west along County line to Bronx-Manhattan County line, to Harlem River, north to East 149<sup>th</sup> St. to point of beginning, including Willis Ave., Third Ave., Elevated Railroad and Madison Ave. Bridges, and the southern half of East 145<sup>th</sup> St. Bridge to center of Harlem River.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/40th-precinct.page>

### **41<sup>ST</sup> PRECINCT**

1035 Longwood Ave.  
Bronx, NY 10459

Beginning at Bronx River and Westchester Ave., south to East River, to East 149<sup>th</sup> St., to center line of Prospect Ave., north to East 169<sup>th</sup> St., southeast to East 167<sup>th</sup> St., to Westchester Ave., place of beginning, including North and South Brothers Island for record purposes only.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/41st-precinct.page>

### **42<sup>ND</sup> PRECINCT**

830 Washington Ave.  
Bronx, NY 10452

East 159<sup>th</sup> St. and Park Ave., north to Webster Ave., north on Webster Ave., to Cross Bronx Expwy., east to Park Ave., south to East 174<sup>th</sup> St., east to Washington Ave., north to Cross Bronx Expwy., east on Cross Bronx Expwy., to Crotona Park No., north to East 175<sup>th</sup> St., to Southern Blvd., north to Cross



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Bronx Expwy., east on Cross Bronx Expwy., to Sheridan Expwy., south to Westchester Ave., southwest to East 167<sup>th</sup> St., south to East 169<sup>th</sup> St., west to Prospect Ave., south to East 161<sup>st</sup> St., west to Third Ave., to East 159<sup>th</sup> St., west to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/42nd-precinct.page>

#### **43<sup>RD</sup> PRECINCT**

900 Fteley Ave.

Bronx, NY 10472

Beginning at the center line of Bronx River Parkway at Bronx River Avenue, east along center of Bronx River Avenue to center of East Tremont Avenue, east to center of Castle Hill Avenue, south to center of Westchester Avenue, east onto Waterbury Avenue to Westchester Creek, south to East River, west to Bronx River, north to center of Westchester Avenue, west to center of Sheridan Expressway, north to south side of Cross Bronx Expressway (not including Cross Bronx Expressway), east to center line of Bronx River Parkway, north to Bronx River Avenue, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/43rd-precinct.page>

#### **44<sup>TH</sup> PRECINCT**

1 East 169<sup>th</sup> Street

Bronx, NY 10452

East 149<sup>th</sup> St., from Park Ave., to Harlem River, to Washington Bridge, east to Cross Bronx Expwy., to Webster Ave., south to Park Ave., to East 149<sup>th</sup> St., place of beginning, including 145<sup>th</sup> St. Bridge (north side), Macombs Bridge, High Bridge, Alexander Hamilton Bridge and Washington Bridge (south side), to center of Harlem River.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/44th-precinct.page>

#### **45<sup>TH</sup> PRECINCT**

2877 Barclay Avenue

Bronx, NY 10461

Beginning at the City line at Pelham Bay Lagoon, south along water line to eastern prolongation of Park Drive, west on south curb line of Park Drive to center line of New England Thruway to center line of Hutchinson River Parkway, to East Tremont Avenue, west on East Tremont Avenue to Blondell Avenue, north to Eastchester Road, south onto Silver Street, to East Tremont Avenue, west to Castle Hill Avenue, south to Westchester Avenue, east onto Waterbury Avenue, east on Waterbury Avenue to Westchester Creek, south on Westchester Creek, to East River, east to Long Island Sound, north to point of beginning, including City Island and High Island Bridges, Bronx Whitestone and Throggs Neck Bridges to borough line, including for record purposes only Harts, High, Green Flats, Rat, the Blauzes, East Nonations, South Nonations, Cuban Ledge, Big Tom, Chimney Sweeps, Buck Rock, Goose, Hog and Middle Reef Islands.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/45th-precinct.page>



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#### **46<sup>TH</sup> PRECINCT**

2120 Ryer Ave.  
Bronx, NY 10457

Cross Bronx Expwy., north side, from Webster Ave. to Washington Bridge approach (north side), to borough line of Harlem River, north to Hall of Fame Terrace Prolongation, to University Ave., to West 183<sup>rd</sup> St., to Jerome Ave., to Fordham Rd., to Webster Ave., to Cross Bronx Expwy., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/46th-precinct.page>

#### **47<sup>TH</sup> PRECINCT**

4111 Laconia Ave.  
Bronx, NY 10466

Beginning at the east curb of the Major Deegan Expressway northbound service road (Jerome Avenue extension) and the City line; east along the City line to Pelham Bay Lagoon, south along the water line to a point in line with the south side of Park Drive, west along that line to the center line of the New England Thruway, south along the center line of the New England Thruway to a point in line with the center line of East Gun Hill Road, west to center of Boston Road, south to center of Adee Avenue, west on the center line of Adee Avenue continuing on imaginary line through Bronx Park to center of Bronx River Parkway at a point in line with Adee Avenue, north along the center line of Bronx River Parkway to a point in line with the south side of bridge wall at East Gun Hill Road, west along the south side of bridge wall at East Gun Hill Road to the east side of Newell Street, south along Newell Street to a point in line with East 210th Street, west along this line to the western boundary of the Metro North Railroad tracks, north along the tracks to a point in line with East 211th Street, west along that line to the cemetery wall, west along inside of cemetery wall to Bainbridge Avenue, continuing along inside of cemetery wall to the northeast curb of East 233rd Street and Jerome Avenue, north along the curb line to the place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/47th-precinct.page>

#### **48<sup>TH</sup> PRECINCT**

450 Cross Bronx Expressway  
Bronx, NY 10457

Center line of Webster Ave. and Cross Bronx Expressway to Park Avenue, to East 174th Street, to Washington Avenue, to Cross Bronx Expressway, to Crotona Park North, to East 175th Street, to Southern Boulevard, to Cross Bronx Expressway, east to center line of Bronx River Parkway, to East 180th Street, west along building and fence line to Boston Road, north along park fence to Bronx Park South, north along park fence to Southern Boulevard, north along park fence to center line of Bedford Park Boulevard, to west border New York New Haven Railroad tracks, south to East Fordham Road, west to Webster Avenue, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/48th-precinct.page>



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### **49<sup>TH</sup> PRECINCT**

2121 Eastchester Road  
Bronx, NY 10461

Beginning at the center line of Bronx River Parkway at imaginary line with center line of Adee Avenue, east on imaginary line through Bronx Park to center line of Adee Avenue, east along the center of Adee Avenue to center of Boston Road, north to center of East Gun Hill Road, east to center of New England Thruway, east to center of Hutchinson River Parkway, south to center of East Tremont Avenue, west to the center of Blondell Avenue, north to the center of Eastchester Road, south onto Silver Street continuing on center line, to center line of East Tremont Avenue, west to center of Bronx River Avenue, west to center line of Bronx River Parkway, north on center of Bronx River Parkway to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/49th-precinct.page>

### **50<sup>TH</sup> PRECINCT**

3450 Kingsbridge Ave.  
Bronx, NY 10463

Beginning at West Kingsbridge Rd. and Reservoir Ave., west along West Kingsbridge Rd. to West 225<sup>th</sup> St., to Broadway, south along eastern building line of Broadway to mid-point of Harlem River on Broadway Bridge (both sides of Broadway Bridge), west to Hudson River, north to City line, east along City line to east curb one of the northbound service road of the Major Deegan Expwy., south on service road curb line to fence of Woodlawn Cemetery on south side of East 233<sup>rd</sup> St., south on Jerome Ave. (along cemetery fence) to center of Jerome Ave. at the intersection of Bainbridge Ave., south along center line of Jerome Ave., to West Gun Hill Rd., west to Van Cortlandt Park South, west to Dickinson Ave., south to Sedgewick Ave., east to Goulden Ave., south to Reservoir Ave., to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/50th-precinct.page>

### **52<sup>ND</sup> PRECINCT**

3016 Webster Avenue  
Bronx, NY 10467

Beginning at East Fordham Road and west border Metro North Railroad tracks, west on center line of East Fordham Road to center line of Jerome Avenue, south to center line of West 183<sup>rd</sup> Street, west to center line of University Avenue, south on University Avenue to center line of Hall of Fame Terrace, west on imaginary line, to center of Harlem River, north to Broadway Bridge, north on imaginary line east of and parallel to Broadway Bridge, to center line of West 225<sup>th</sup> Street (not including Broadway Bridge or Broadway), east to West Kingsbridge Road, east to center line of Reservoir Avenue, north to western curb line of Goulden Avenue, north to center line of Sedgewick Avenue, west to eastern curb of Dickinson Avenue, north to southern curb of Van Cortlandt Park South, east to the center line of West Gun Hill Road, east to the center of Jerome Avenue, north to



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Bainbridge Avenue, east along an imaginary line to the inside of cemetery wall, south along wall to East 211th Street, east along inside of wall, continuing on an imaginary line to the western border of the Metro North Railroad tracks, east to the western boundary of the Penn Central Railroad tracks to point in line with East 211th Street, south along the western boundary of the Penn Central Railroad tracks to point in line with East 210th Street, east along line to east curb of Newell Street, north along curb to south side of Gun Hill Road, east along Gun Hill Road bridge wall to imaginary line at center of Bronx River Parkway, south along center line of Bronx River Parkway to East 180th Street, west along building and fence line to Boston Road, north to Bronx Park South (inside park), west to Southern Boulevard (inside park), north to Bedford Park Boulevard (inside park), west to western border of Metro North Railroad tracks, south to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/52nd-precinct.page>

### **60<sup>TH</sup> PRECINCT**

2951 West 8th St.  
Brooklyn, NY 11224

Beginning at the Atlantic Ocean, 80 feet west of Corbin Place, north along a fence of the most easterly portion of Brighton Beach to the north property line of 258 Corbin Place, east to Corbin Place, north to Ave. Y, west to Shell Road, north to 86th St., northwest to Ave. U, west to Stillwell Ave., north to 26th Ave., southwest to Gravesend Bay, to Atlantic Ocean, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/60th-precinct.page>

### **61<sup>ST</sup> PRECINCT**

2575 Coney Island Ave.  
Brooklyn, NY 11223

Beginning at the center line of Ave. P and McDonald Ave., east on Ave. P to Kings Highway to Nostrand Ave., to the center line of Burnett St., to the curb line of Fillmore Ave., to the east curb line of Stuart St., including Marine Park Junior High School, to north curb line of Ave. U, to the fence line of Marine Park running parallel to Burnett St., to the fence line of Ave. X, to the fence line of Brooklyn Marine Park at Gerritsen Ave., including P.S. 277, to Plumb Beach Channel, west to the U.S. Pier and Bulkhead line (south wall at Manhattan Beach) to the fence line eighty (80) feet west of Corbin Place, to the rear yard of 258 Corbin Place, east to the center line of Corbin Place, to the center line of Cass Place, to the centerline of Guider Ave., to the center line of Coney Island Ave., to center line of Ave. Y, to center island of Shell Road to center line of 86th St., to center line of Ave. U, to McDonald Ave., to Ave. P place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/61st-precinct.page>



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### **62<sup>ND</sup> PRECINCT**

1925 Bath Ave.  
Brooklyn, NY 11214

Beginning at 86<sup>th</sup> St. and 14<sup>th</sup> Ave., to center line of L.I.R.R., east along L.I.R.R. to 61<sup>st</sup> St., east on 61<sup>st</sup> St., to Dahill Road, to 24<sup>th</sup> Ave., north on 24<sup>th</sup> Ave. to McDonald Ave., south on McDonald Ave. to Ave. U, west on Ave. U to Stillwell Ave., north on Stillwell Ave. to 26<sup>th</sup> Ave., south on 26<sup>th</sup> Ave. to bulkhead, west on bulkhead to Bay 8<sup>th</sup> St., north on Bay 8<sup>th</sup> St. to McDonald Ave., west on Cropsey Ave. to 14<sup>th</sup> Ave., north on 14<sup>th</sup> Ave. to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/62nd-precinct.page>

### **63<sup>RD</sup> PRECINCT**

1844 Brooklyn Ave.  
Brooklyn, NY 11227

Beginning at Nostrand Ave. and Ave. I, to Flatbush Ave., to the north wall of the Long Island Railroad tracks, to Ralph Ave., to Flatlands Ave., easterly line to Paerdegat Basin, to Jamaica Bay, to Rockaway Inlet, to Gerritsen Inlet, to the north shoreline of Plumb beach Channel, to the west fence line of Brooklyn Marine Park, continuing along fence line (excluding P.S. 277) to fence line parallel to Ave. X, to fence line parallel to Burnett St., to fence line parallel to the north side of Ave. U, to the fence line parallel to Stuart St., to the fence line parallel to Fillmore Ave. (excluding J.H.S. 278), to a point in line with the center line of Burnett St., to Nostrand Ave., to Ave. I, to place of beginning, including the Marine Parkway Bridge, to borough line, and Shore Parkway from the center line of Paerdegat Basin Bridge, to the center of the Plumb Beach Bridge.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/63rd-precinct.page>

### **66<sup>TH</sup> PRECINCT**

5822 16<sup>th</sup> Ave.  
Brooklyn, NY 11204

Beginning at 8<sup>th</sup> Ave. and fence of Greenwood Cemetery, east along Greenwood Cemetery fence to center line of Caton Ave. to center line of Coney Island Ave., south along center line of Coney Island Ave. to center line of 18<sup>th</sup> Ave., from center line of Coney Island Ave. and 18<sup>th</sup> Ave., west on 18<sup>th</sup> Ave. to Ocean Parkway, to Ave. F to McDonald Ave., south on McDonald Ave. to center of railroad division cut, east along center of railroad division cut, to center line of Coney Island Ave., south along center line of Coney Island Ave. to center line of Ave. P, west along center line of Ave. P to center line of McDonald Ave., north along center line of McDonald Ave. to centerline of Junction of 24<sup>th</sup> Ave., south along center line of 24<sup>th</sup> Ave. to centerline of Dahill Road, north to center line of 61<sup>st</sup> St., west along center line of 61<sup>st</sup> St. to 15<sup>th</sup> Ave., to center of railroad cut, along center of railroad cut to center line of 8<sup>th</sup> Ave., north on center line of 8<sup>th</sup> Ave. to Greenwood Cemetery fence at 37<sup>th</sup> St., to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/66th-precinct.page>



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### **67<sup>TH</sup> PRECINCT**

2820 Snyder Ave.  
Brooklyn, NY 11226

Beginning at Bedford Ave. from Foster Ave., north to Clarkson Ave., east on Clarkson Ave. to Utica Ave., north on Utica Ave. to East New York Ave., east on East New York Ave. to East 98<sup>th</sup> St., south on east 98<sup>th</sup> St. to Long Island Railroad, but not including Railroad, west at Long Island Railroad to East 32<sup>nd</sup> St., north on East 32<sup>nd</sup> St. to Glenwood road, west on Glenwood Road to Nostrand Ave., north on Nostrand Ave. to Foster Ave., west on Foster Ave. to Bedford Ave., to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/67th-precinct.page>

### **68<sup>TH</sup> PRECINCT**

333 65th St.  
Brooklyn, NY 11220

Beginning at Upper New York Bay at a point in line with the south retaining wall of the Long Island Railroad (L.I.R.R.), east to the mid-point of 2nd Ave., north on west side of 2nd Ave., to the mid-point of 65th St., east on the center line of 65th St. to a mid-point of 3rd Ave., north on the center line of 3rd Ave. to the mid-point of 64th St., east on the center line of 64th St. to the mid-point of 3rd Ave. (below the Gowanus Expressway), east on the center line of 3rd Ave., to the mid-point of 4th Ave. and 65th St., east on center line of 65th St. to the mid-point of 5th Ave. and the center of the Long Island Railroad cut (the Gowanus Expressway to be covered from east side of 5th Ave. to the borough line of the Verrazano Narrows Bridge), along the center of the L.I.R.R. in line with 62nd St. and 8th Ave., east along the mid-point of the L.I.R.R. to the mid-point of 14th Ave., south on 14th Ave. to the mid-point of Cropsey Ave., east on Cropsey Ave. to the mid-point of Bay 8th St., south on Bay 8th St. to the Narrows, to Upper New York Bay at a point in line with the south retaining wall of the L.I.R.R. cut, to place of beginning, including the Verrazano Narrow Bridge to the borough line (upper level - lamp post #135; lower level - code marker SS 311).

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/68th-precinct.page>

### **69<sup>TH</sup> PRECINCT**

9720 Foster Ave.  
Brooklyn, NY 11236

Beginning at the center line of Ralph Ave. and the north wall of the Long Island Railroad (L.I.R.R.), right of way; continuing east along the north wall of the L.I.R.R., right of way, to the south wall of the L.I.R.R., and B.M.T. right of way at New Lots Ave., continuing east, along right of way wall to Van Sinderen Ave., south on east wall of B.M.T., right of way on Van Sinderen Ave., to Stanley Ave., east on Stanley Ave. to Louisiana Ave., south on Louisiana Ave. to center line of Flatlands Ave., west 200 feet, to center line of Fresh Creek Basin, south on center line of Fresh Creek Basin, to U.S. Pierhead and Bulkhead line of Jamaica Bay, west on Jamaica Bay Pier and Bulkhead line, to center line of



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Paerdegat Basin, north on Paerdegat Basin Pier and Bulkhead line to center line of Flatlands and Ralph Avenues, north on Ralph Ave. to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/69th-precinct.page>

### **70<sup>TH</sup> PRECINCT**

154 Lawrence Avenue  
Brooklyn, NY 11230

Beginning at the park wall at Parkside Avenue and Park Circle, south to south curb line of Parkside Avenue at Park Circle, then southwesterly following the curb line to center of Coney Island Avenue, south along center line of Coney Island Avenue to 18th Avenue, west on 18th Avenue to Ocean Parkway, north on Ocean Parkway to Avenue F, west on Avenue F to McDonald Avenue, south on McDonald Avenue to center of Long Island Railroad (L.I.R.R.) cut, east along center of railroad cut to Coney Island Avenue, south on Coney Island Avenue to Avenue P, east on Avenue P to Kings Highway, north on Kings Highway to Nostrand Avenue, north on Nostrand Avenue to Avenue I, east on Avenue I to Flatbush Avenue, north on Flatbush Avenue to East 32nd Street, north on East 32nd Street to Glenwood Road, west on Glenwood Road to Nostrand Avenue, north on Nostrand Avenue to Foster Avenue, west on Foster Avenue to Bedford Avenue, north on Bedford Avenue to Clarkson Avenue, west on Clarkson Avenue to Flatbush Avenue, north on Flatbush Avenue to Parkside Avenue, west on Parkside Avenue to center of intersection of Parkside Avenue and Ocean Avenue, then on a northwesterly line to park wall at Ocean Avenue and Parkside Avenue, then along park wall to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/70th-precinct.page>

### **71<sup>ST</sup> PRECINCT**

421-431 Empire Boulevard  
Brooklyn, NY 11225

Beginning at Eastern Parkway and Washington Avenue, to Rochester Ave., to East New York Ave., to Utica Ave., to Clarkson Ave., to Flatbush Ave., to Parkside Ave., to west side of Ocean Ave. (park wall), to Empire Boulevard (fence of Botanical Gardens), to north side of President St., to Washington Ave. and Eastern Parkway, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/71st-precinct.page>

### **72<sup>ND</sup> PRECINCT**

830 4th Ave.  
Brooklyn, NY 11232

Beginning at Gowanus Bay and Gowanus Creek at a point in line with Hamilton Ave. (both sides of Hamilton Ave.), east on Hamilton Ave. to the midpoint of 15th street/2nd Ave., east on the midpoint of 15th St. to Bartel Pritchard Square, east (taking Bartel Pritchard Square and roadway around Square) to





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Prospect Park wall, east along the south side of the park wall to Park Circle (taking in all of Park circle), south on Coney Island Ave. to Caton Ave. (center line), east on the center line of Caton Ave. to Fort Hamilton Parkway, west along Greenwood Cemetery wall to 8th Ave., south along the center line of 8th Ave., to the center of the Long Island Railroad (L.I.R.R.) cut at 62nd St., west along side of the center line of the L.I.R.R. cut to 5th Ave. and the Gowanus Parkway on 65th St. between 5th and 6th Avenues, south on centerline at 65th St., west on 65th St. to a midpoint equal to 64th St. and the center of 3rd Ave. (under the Gowanus Expressway), west on the midpoint of 64th St., to the midpoint of 3<sup>rd</sup> Ave., south on the center line of 3rd Ave. to the center line on 65th St., west on the center line of 65th St. to 2nd Ave., south on 2nd Ave. to the retaining wall of the L.I.R.R. cut, alongside the retaining wall to Gowanus Bay, north on the Gowanus Bay into the Gowanus Creek to Hamilton Ave., place of beginning, including bulk and pier heads.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/72nd-precinct.page>

### **76<sup>TH</sup> PRECINCT**

191 Union St.  
Brooklyn, NY 11231

Beginning at the East River and a point in line with Atlantic Ave., east on Atlantic Ave. to Court St., south on Court St. to Warren St., east on Warren St. to Hoyt St., north on Hoyt St. to Wycoff St., east on Wycoff St. to Bond St., south on Bond St. to Warren St., east on Warren St. to Nevins St., south on Nevins St. to Butler St., to a point in line with the Gowanus Canal, to the Gowanus Canal, to the Gowanus Bay, to New York Bay, to Buttermilk Channel, to the East River, to a point in line with Atlantic Ave., to place of Beginning, including the Union St., Carroll St., Third St., Ninth St., and Hamilton Ave. Bridges to the center of the Gowanus Canal, also including the Brooklyn Battery Tunnel, both tubes, to the county line.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/76th-precinct.page>

### **78<sup>TH</sup> PRECINCT**

65 6<sup>th</sup> Avenue,  
Brooklyn, New York 11217

Beginning at the east curb line of Hamilton Avenue at center line of 15<sup>th</sup> Street, east on center line of 15<sup>th</sup> Street to west curb line of Bartel Pritchard Square, north around the curb line to fence line on Prospect Park, along fence line of Prospect Park southwest to Park Circle, east along fence line on Parkside Avenue to Ocean Avenue, around fence line at Parkside Avenue and Ocean Avenue (entrance to park), then north along park wall and fence to north side of Empire Boulevard (Botanical Gardens Fence) to Washington Avenue (park fence) north along Botanical Gardens fence line to south side of Eastern Parkway (park fence and wall), west on Eastern Parkway along fence line to curb line of Flatbush Avenue (front of Brooklyn Public Library), north across Eastern Parkway following east fence line of mall on Plaza Street East to center of Vanderbilt Avenue, then north on Vanderbilt Avenue to the center line of Vanderbilt Avenue and Atlantic Avenue, westerly across Atlantic Avenue to the centerline of Atlantic Avenue and South Portland Avenue, north on South Portland Avenue to



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the centerline of South Portland Avenue and Academy Park Place, westerly on Academy Park Place to the centerline of Academy Park Place and South Elliott Place, north on South Elliott Place to the centerline of South Elliott Place and Hanson Place, westerly on Hanson Place to the centerline of Hanson Place and 4<sup>th</sup> Avenue, south on 4<sup>th</sup> Avenue to Warren Street, west on Warren Street to 3<sup>rd</sup> Avenue, north on 3<sup>rd</sup> Avenue to Wyckoff Street, west on Wyckoff Street to Nevins Street, south on Nevins Street to Butler Street, west to center line of Butler Street to imaginary extended line of Gowanus Canal, south along center line of the canal to the east curb line of Hamilton Avenue, south to the east curb line of Hamilton Avenue and the centerline of 15<sup>th</sup> Street to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/78th-precinct.page>

### **73<sup>rd</sup> PRECINCT**

1470 East New York Avenue  
Brooklyn, New York 11212

Beginning at Broadway and Saratoga Ave., east on Broadway to Van Sinderen Ave., south on Van Sinderen Ave. to Liberty Ave., west on Liberty Ave. to Long Island Railroad (LIRR) cut, south along east wall of LIRR cut to New Lots Ave., west on north boundary of LIRR to East 98<sup>th</sup> St., north on East 98<sup>th</sup> St. to East New York Ave., east on East New York Ave. to Ralph Ave., north on Ralph Ave. to Atlantic Ave., east on Atlantic Ave. to Saratoga Ave., north on Saratoga Ave., north on Saratoga Ave. to Broadway, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/73rd-precinct.page>

### **75<sup>TH</sup> PRECINCT**

1000 Sutter Avenue,  
Brooklyn, New York 11208

Beginning at Bushwick Ave. and Conway St., east along Bushwick Ave. to Highland Boulevard, east along Highland Boulevard to Vermont St., Vermont St. to Brooklyn-Queens Boundary line, east along boundary line to Eldert Lane, west side of Eldert Lane south to 95<sup>th</sup> Ave., south side of 95<sup>th</sup> Ave. to Drew St., west side of Ruby St., Ruby St. south to south side of Dumont Ave., Dumont Ave. east to west side of Sapphire St., Sapphire St. south to north side of Cozine Ave., Cozine Ave. west to west side of Ruby St., Ruby St. south to north side of 157<sup>th</sup> Ave., 157<sup>th</sup> Ave. west to Spring Creek to Jamaica Bay, to Fresh Creek, Fresh Creek north to Flatlands Ave. and Fresh Creek, east to Louisiana Ave., Louisiana Ave. north to Stanley Ave., west to wall of New York City Transit BMT Division (Van Sinderen Ave.), Van Sinderen Ave. north at east wall of Long Island Railroad, Van Sinderen Ave. north along Broadway to Conway St., Conway St. north to Bushwick Ave., to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/75th-precinct.page>



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**77<sup>TH</sup> PRECINCT**

127 Utica Avenue  
Brooklyn, New York 11213

Beginning at the southeast corner of Vanderbilt Avenue and Atlantic Avenue, east along the southside of Atlantic Avenue to the southwest corner of Atlantic Avenue and Ralph Avenue, south along the westside of Ralph Avenue to the northwest corner of Ralph Avenue and East New York Avenue, west along the northside of East New York Avenue to the northeast corner of Rochester Avenue and East New York Avenue, north along the eastside of Rochester Avenue to the northeast corner of Eastern Parkway and Rochester Avenue, west along the northside of Eastern Parkway to Washington Avenue and Eastern Parkway south building line proceeding west along south building line (fence line) to Plaza Street, north to the westside of Plaza Street (fence line) continuing north along the westside of Plaza Street. Plaza Street (fence line) to the southeast corner of Plaza Street and Vanderbilt Avenue, north along the east side of Vanderbilt Avenue to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/77th-precinct.page>

**79<sup>TH</sup> PRECINCT**

263 Tompkins Avenue  
Brooklyn, New York 11216

Beginning at Flushing Avenue, from Classon Avenue to Broadway, southeast on Broadway to Marcus Garvey Blvd., south on Marcus Garvey Blvd. to Park Avenue, east on Park Avenue to Broadway, southeast on Broadway to Lewis Avenue, south on Lewis Avenue to Vernon Avenue, west on Vernon Avenue to Marcus Garvey Blvd., south on Marcus Garvey Blvd., to Fulton Street, west to center line of Albany Avenue, south on Albany Avenue to center line of Atlantic Avenue (Long Island Railroad trestle) to Classon Avenue, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/79th-precinct.page>

**81<sup>ST</sup> PRECINCT**

30 Ralph Avenue  
Brooklyn, New York 11221

Beginning at Marcus Garvey Blvd. and Broadway, south on Broadway to Saratoga Avenue, south on Saratoga Avenue to Atlantic Avenue, west on Atlantic Avenue to Albany Avenue, north on Albany Avenue to Fulton Street, east on Fulton Street to Marcus Garvey Blvd., north on Marcus Garvey Blvd. to Vernon Avenue, east on Vernon Avenue to Lewis Avenue, north on Lewis Avenue to Broadway, northwest on Broadway to Park Avenue, west on Park Avenue to Marcus Garvey Blvd., north on Marcus Garvey Blvd. to Broadway, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/81st-precinct.page>



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### **83<sup>RD</sup> PRECINCT**

480 Knickerbocker Avenue  
Brooklyn, New York 11237

Beginning at Flushing Ave. and Broadway, east on Flushing Ave. to Cypress Ave., south on Cypress Ave. to Menahan St., west on Menahan St. to Saint Nicholas Ave., south on Saint Nicholas Ave. to Gates Ave., west on Gates Ave. to Wycoff Ave., south on Wycoff Ave. to Eldert St., west on Eldert St. to Irving Ave., south on Irving Ave. to the east fence of Trinity Cemetery, to borough line, to wall of Cemetery of the Evergreens at Interboro Parkway, south and west along said wall to a point in line with Fanchon Place on Highland Boulevard, west to Bushwick Ave., north on Bushwick Ave. to Conway St., west on Conway St. to Broadway, north on Broadway to Flushing Ave., to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/83rd-precinct.page>

### **84<sup>TH</sup> PRECINCT**

301 Gold Street  
Brooklyn, New York 11201

Beginning at the East River and a point in line with Atlantic Ave., north along the East River to boundary of New York Naval Ship Yard (U.D. Naval Base), to Navy St., to Tillary St. (south roadway), to Prince St., to Flatbush Ave. Extension, to Fourth (4<sup>th</sup>) Ave., to Warren St., to Bond St., to Wycoff St., to Hoyt St., to Warren St., to Court St. to Atlantic Ave., to East River, to place of beginning; including the Brooklyn and Manhattan Bridges to center spans.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/84th-precinct.page>

### **88<sup>TH</sup> PRECINCT**

298 Classon Avenue  
Brooklyn, New York 11205

Beginning at the Boundary of Brooklyn Navy Yard on Flushing Avenue at Navy Street, to west building line of Williamsburg Street West (Fence of Navy Yard), to center line of Flushing Avenue, to center line of Classon Avenue, to center line of Atlantic Avenue, to center line of South Portland Avenue, north to centerline of Academy Park Place, west to center line of South Elliot Place, north to centerline of Hanson Place, west to centerline 4<sup>th</sup> Avenue, south to centerline Flatbush Avenue, to center line of Prince Street, to center line of Tillary Street (South Roadway), to center line of Navy Street, to place of beginning; Including all territory within the boundaries of the Brooklyn Navy yard (leased to Commerce Labor Industry Corporation of Kings) for reporting and statistical purposes only.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/88th-precinct.page>



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### **90<sup>TH</sup> PRECINCT**

211 Union Avenue  
Brooklyn, New York 11211

Beginning at Metropolitan Ave. and East River, east to Maspeth Ave. to Newton Creek, south along Newton Creek to Onderdonk Ave., to Seneca Ave., to Flushing Ave., to place of beginning, including Grand St. and Williamsburg Bridge to Borough Lines.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/90th-precinct.page>

### **94<sup>TH</sup> PRECINCT**

100 Meserole Avenue  
Brooklyn, New York 11222

Beginning at Newtown Creek and Maspeth Ave., west to Bushwick Ave., south to Metropolitan Ave., west to East River, north to Newtown Creek, along Newtown Creek to Maspeth Ave., to place of beginning; including the General Pulaski, James J. Byrne Memorial and Kosciusko Bridges to borough line.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/94th-precinct.page>

### **100<sup>TH</sup> PRECINCT**

92-24 Rockaway Beach Boulevard  
Queens, NY 11693

Beginning at Rockaway Point and Rockaway Inlet, east on Rockaway Inlet to Beach Channel Bay (Jamaica Bay), to Grass Hassock Channel (Jamaica Bay), to Sommerville Basin, along west and south bulkhead of Sommerville Basin to the southeast point of Sommerville Basin, to Beach 59<sup>th</sup> St., to the Atlantic Ocean, to Rockaway Point, to Rockaway Inlet, place of beginning. Including Cross Bay Boulevard and parkway to the north pier head and bulkhead line of Grassy Bay (Jamaica Bay), its bridges and viaducts, and all land in Jamaica Bay connected thereby with the mainland of Rockaway Peninsula and including the Marine Parkway Bridge to the center line of the span (borough line). Also including, for record purposes only, Little Egg Marsh, Cartwheel Marsh, Broad Creek Marsh, Giant Bar Marsh, Winhole Hassock, Silver Hole Marsh, East High Meadow, Yellow Bar Hassock, Black Wall Marsh, Grass Hassock, Jacks Hole, Raunt, Rulers Bar and Straight Hill Marsh.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/100th-precinct.page>

### **101<sup>ST</sup> PRECINCT**

1612 Mott Ave.  
Queens, NY 11691

Jamaica Bay, from Sommerville Basin, to Mott Basin to boundary line of the City of New York to Atlantic Ocean, to centerline of Beach 59<sup>th</sup> St., to southeast point of Sommerville Basin, along east bulkhead line of Sommerville Basin, to Jamaica Bay, to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/101st-precinct.page>



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### **102<sup>ND</sup> PRECINCT**

87-34 118<sup>th</sup> St.  
Richmond Hill, NY 11418

Beginning at the Brooklyn-Queens borough line at Drew St. and Liberty Ave., north along the borough line to western boundary of Forest Park, north along park boundary to the northern boundary of Forest Park, east along park boundary to the New York City railroad tracks (Rockaway Beach Cutoff), north along tracks to northern boundary of Forest Park, east along park boundary to Park Lane, east along the south curb line of Union Turnpike North (westbound) to the center line of the Van Wyck Expressway, south along center line of Van Wyck Expressway to the center line of Liberty Ave., west along the center line of Liberty Ave. to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/102nd-precinct.page>

### **103<sup>RD</sup> PRECINCT**

168-02 91<sup>st</sup> Ave.  
Jamaica, NY 11432

Beginning at Francis Lewis Boulevard and Hillside Ave., west on Hillside Ave. to center line of the Van Wyck Expressway, south to 111<sup>th</sup> Ave., east on 111<sup>th</sup> Ave. to intersection of 111<sup>th</sup> Ave. and Brinkerhoff Ave., continuing on other side of railroad tracks to point where Brinkerhoff Ave. meets 109<sup>th</sup> Ave., east along 109<sup>th</sup> Ave. to where 109<sup>th</sup> Ave. meets Hollis Ave. at 196<sup>th</sup> St., east on Hollis Ave. to Francis Lewis Boulevard, north on Francis Lewis Boulevard to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/103rd-precinct.page>

### **104<sup>TH</sup> PRECINCT**

64-02 Catalpa Ave  
Queens, NY, 11385

Beginning at Newtown Creek and Maspeth Creek, east along Maspeth Ave. to Maurice Ave., north to Calamus Ave., east to New York Connecting Railroad, south to Queens Midtown Expressway, east to Long Island Railroad, east to Woodhaven Boulevard, south to Union Turnpike, east to Long Island Railroad, east to Woodhaven Boulevard, south to Union Turnpike, east to Long Island Railroad, south to northern boundary of Forest Park, west to Woodhaven Boulevard, south to northern boundary of Forest Park, west and north along Forest Park Fence line to north boundary of Forest Park, west to western boundary of Forest Park, south to borough line, west and north along borough line to place of beginning. Except as otherwise stated, all boundary lines are drawn at the center line of the thoroughfare or location indicated.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/104th-precinct.page>

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### **105<sup>TH</sup> PRECINCT**

92-08 222<sup>nd</sup> St.,  
Queens Village, NY 11428

Beginning at center divider of Southern Pkwy. and Springfield Blvd., north on Springfield Blvd. to Francis Lewis Blvd., north on Francis Lewis Blvd. to center of Hillside Ave., east on Hillside Ave. to a point projected from the center line of the Clearview Expwy., north to the center of Grand Central Pkwy., east on Grand Central Pkwy. to City line, south along City line to eastern limit of John F. Kennedy Airport, north to northern limit of airport fence, west along fence of airport to 150<sup>th</sup> St., north to center divider to Southern Pkwy., east on Southern Pkwy. to Springfield Blvd., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/105th-precinct.page>

### **106<sup>TH</sup> PRECINCT**

103-51 101st St.  
Ozone Park, NY 11417

Beginning at Spring Creek Basin from Jamaica Bay to a point in line with 157th Ave., to 157th Ave., to Ruby St. (75th St.) to 155th Ave. (Cozine Ave.) to Sapphire St. (78th St.) to Dumont Ave., to Ruby St. (75th St.) to Drew St. and Liberty Ave. center line, east on Liberty Ave. to 103rd Ave., east on 103rd Ave. to the center line of the Van Wyck Expwy., south to 111th Ave., west on 111th Ave. to the east curb of the west service road of Van Wyck Expwy., south along this curb line to a point in line with the south wall of 133rd Ave. overpass, east to a point in line with the west curb of the southbound roadway of the Van Wyck Expwy., south along this curb line to the west curb line of the southbound exit ramp of the Nassau-Queens Expwy., north along the west curb of said exit ramp to a point in line with John F. Kennedy Airport fence (at police # NA 224C), west to airport fence, west along fence to curb on east side of 134th St., south along curb to a point in line with the fence enclosing the Department of Public Works property, west to said fence and continuing west and north along said fence to where it meet the airport fence (southside of Nassau-Queens Expwy.), eastbound service road at pole # NAS 142, west along airport fence to the eastside of Lefferts Blvd., north along an imaginary line to a point in line with airport fence on south of eastbound service road of Nassau - Queens Expwy., west to airport fence and continuing along said fence to eastside of property right-of-way of Rockaway Beach Branch, Independent Subway System to Jamaica Bay, to Spring Creek, place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/106th-precinct.page>

### **107<sup>TH</sup> PRECINCT**

186-01 73rd Avenue  
Fresh Meadows, NY 11365

Beginning at Hillside Avenue and the Van Wyck Expressway, north to point in line with the southwest curb of the intersection of Horace Harding Expressway and College Point Boulevard, east to said curb and continuing northeast along the curb line as it borders Horace Harding Expressway, to a point in line with the northern boundary (fence) of Mt. Hebron Cemetery, east and south along the cemetery property line to the northern property line to center line of Main Street, north to the center of the Long



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Island Expressway, east to Oceania Street, southward to 210th Street, south to Bicycle Path and continuing south to 209th Street, south to Richland Avenue, west to Hollis Court Boulevard, south to Union Turnpike, west to Clearview Expressway, south to Hillside Avenue, west to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/107th-precinct.page>

### **108<sup>TH</sup> PRECINCT**

5-47 50th Ave  
Long Island City, NY 11101

Beginning at East River and Newtown Creek, north to north side of Queensboro Bridge, projected to the ground, east to south curb of Queens Plaza North to Crescent Street, north to north curb of Bridge Plaza North, east along curb line to Northern Boulevard, south along east curb line of Northern Boulevard to Queens Boulevard, east from Queens Boulevard along the northern edge of the northernmost rail spur in the Sunnyside Railroad yard, east along the north edge of Sunnyside Railroad yard to a point in line with 39th Street, southeast to the rail spur that intersects the main line at 43rd Street, east along the north edge of the New York Connecting Railroad line to Woodside Avenue, north to Northern Boulevard, east to Brooklyn-Queens Expressway, south to New York Connecting Railroad, south to Calamus Avenue, west to Maurice Avenue, west to Maspeth Avenue, west to 49th Street, north to Maspeth Creek, west to Newtown Creek, place of beginning. Includes Pulaski, Kosciusko and James J. Byrne Bridges to center line over Newtown Creek; the Queensboro Bridge to center line of span; the Queens Midtown Tunnel, both tubes from Queens entrance and exit to County line.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/108th-precinct.page>

### **109<sup>TH</sup> PRECINCT**

37-05 Union Street  
Flushing, NY 11354

Beginning at the southwest curb of the intersection of Horace Harding Expressway and College Point Boulevard, north along said curb as it borders the eastern boundary of Flushing Meadow Park (to include roadway adjacent to College Point Boulevard), to the south curb of 57<sup>th</sup> Road, west to the eastside of the Van Wyck Expressway projected to the ground, north along the eastside of the Van Wyck Expressway to Flushing River at Roosevelt Avenue, north to Flushing Bay to the East River to Little Neck Bay at 24<sup>th</sup> Avenue, west to Bell Boulevard, south to 26<sup>th</sup> Avenue, west to Utopia Pkwy., South to 46<sup>th</sup> Avenue, west to Fresh Meadow Lane, south to Horace Harding Expressway, west to center line of Main Street, south on Main Street just south of 63<sup>rd</sup> Avenue to the northern and eastern property line of Mt. Hebron Cemetery to the northern property line of the cemetery facing Horace Harding Expressway, west to a point in line with south curb of Horace Harding Expressway and continuing along said curb to the southwest curb of the intersection of Horace Harding Expressway and College Point Boulevard.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/109th-precinct.page>





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### **110<sup>TH</sup> PRECINCT**

94-41 43<sup>rd</sup> Ave  
Elmhurst, NY 11373

Beginning at the Queens Midtown Expwy. and the New York Connecting Railroad, north to a point in line with the center of Roosevelt Ave., east to a point in line with the center of the Grand Central Pkwy., north to the south side of pedestrian overpass at 31<sup>st</sup> Drive (not including overpass), north to Flushing Bay, east to Flushing River, south to the east side of the Van Wyck Expwy. to the south curb of 57<sup>th</sup> Rd., east to the west curb of College Point Blvd., south along said curb as it borders the eastern property line of Flushing Meadow Park (not including the roadway adjacent to College Point Blvd.) to the southwest curb of the intersection of College Point Blvd. and Horace Harding Expwy., west along said curb to a point in line with the center of the Van Wyck Expwy. to Jewel Ave., west to the north curb of Jewel Ave. at 69<sup>th</sup> Rd., west along said curb to the Grand Central Pkwy., north to Horace Harding Expwy., west to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/110th-precinct.page>

### **111<sup>TH</sup> PRECINCT**

45-06 215th St.  
Bayside, NY 11361

Beginning at the City Line (Nassau County) and center of Grand Central Pkwy., west on Grand Central Pkwy. to the center line of the Clearview Expwy., north on Clearview Expwy. to the center line of Union Turnpike, east on Union Turnpike to center line of Hollis Court Blvd., north on Hollis Court Blvd. to center line of Richland Ave., east on Richland Ave. to center line of 209th St., north on 209th St. to Bicycle Path and continuing north on 210th St., to Oceania St., north on Oceania St. to the center line of the Long Island Expwy., west on the Long Island Expwy. to center line of Fresh Meadow Lane, north on Fresh Meadow Lane to Auburndale Lane to center line of 46th Ave., east on 46th Ave. (Hollis Court Blvd.) to center line of Utopia Pkwy., north on Utopia Pkwy. to center line of 26th Ave., east on 26th Ave. to center line of Bell Blvd., north on Bell Blvd. to center line of 24th Ave., east on 24th Ave. to Little Neck Bay, south along shoreline of Little Neck Bay, then in an easterly direction to the county line (Nassau County), south along County line to Grand Central Pkwy., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/111th-precinct.page>

### **112<sup>TH</sup> PRECINCT**

68-40 Austin St.  
Forest Hills, NY 11375

Beginning at the center line of Woodhaven Blvd. at Union Turnpike, north to the center line of the Long Island Railroad (mainline) at Eliot Ave., west along the railroad to the center line of the Long Island Expwy., east to the center line of the Grand Central Pkwy., south to the north curb of Jewel Ave., east along the north curblane of Jewel Ave., to 69<sup>th</sup> Rd., east along the center line of Jewel Ave. to the center line of the Van Wyck Expwy., south to the south curb line of Union Turnpike (westbound



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roadway), west to Greenway South, west along the south curb of Union Turnpike (eastbound roadway) to the northern boundary (fence) of Forest Park, west to the Long Island Railroad overpass, north to the south curb of Union Turnpike, west to the center line of Woodhaven Blvd., place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/112th-precinct.page>

### **113<sup>TH</sup> PRECINCT**

167-02 Baisley Boulevard  
Jamaica, NY 11434

Beginning at 111<sup>th</sup> Ave., and a point in line with the east curb of the west service road of the Van Wyck Expressway, south along this curb line to the west curb of the southbound exit ramp of the Nassau-Queens Expressway, north along the west curb of said exit ramp to a point in line with John F. Kennedy Airport fence (at pole # NA2242), west to Airport fence, west along fence to curb on east side of 134<sup>th</sup> St., south along curb to a point in line with fence enclosing the Department of Public Works property, west to said fence and continuing west and north along said fence to where it meets Airport fence (south side of Nassau-Queens Expressway eastbound service road at pole # NAS142), west along Airport fence to the east side of Lefferts Blvd., north along an imaginary line with Airport fence on southside of east bound service road of Nassau - Queens Expressway, west to Airport fence and continuing along said fence to eastside of property right of way (Rockaway Beach Branch of Independent System), to Jamaica Bay, Head to Bay Basin and boundary line of the City of New York along said boundary line to the Airport fence parallel to Rockaway Boulevard, along said Airport fence to 150<sup>th</sup> St., north on 150<sup>th</sup> St., to the center mall of the Southern Parkway, east along the center mall of the Southern Parkway to Springfield Blvd., northeast on Springfield Blvd. to Francis Lewis Blvd., north on Francis Lewis Blvd. to Hollis Ave., west on Hollis Ave. to 109<sup>th</sup> Ave., west on 109<sup>th</sup> Ave. to Brinkerhoff Ave., west on Brinkerhoff Ave. to 110<sup>th</sup> Ave., west on 110<sup>th</sup> Ave. to 111<sup>th</sup> Ave. to a point in line with the east curb of the west service road of the Van Wyck Expressway, place of beginning

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/113th-precinct.page>

### **114<sup>TH</sup> PRECINCT**

34-16 Astoria Boulevard  
Astoria, NY 11105

Beginning at the north curb of Queens Boulevard at a point in line with the north edge of the northern most rail spur in the Sunnyside Railroad yard, west to the east curb of Queens Plaza, east to a point opposite the north curb of 41<sup>st</sup> Avenue, across the roadway of 41<sup>st</sup> Avenue to the northern most curb of Queens Plaza North and Crescent Street, southerly to the base of the Queensboro Bridge to the East River, northward along the East River following the shoreline eastward to 19<sup>th</sup> Avenue, east along the north side of 19<sup>th</sup> Avenue to the LaGuardia Airport fence line at 81<sup>st</sup> Street, south along the west side of LaGuardia Airport fence line to Ditmars Boulevard, south along the center line of Ditmars Boulevard to the center line of the Grand Central Parkway, west along the center line of the Grand Central Parkway to 76<sup>th</sup> Street, southward along the center line of the Brooklyn-Queens Expressway to the center line of Northern Boulevard at 68<sup>th</sup> Street, west along the center line of Northern Boulevard



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to the center line of Woodside Avenue, south to the north edge of the Long Island Railroad main line at 43<sup>rd</sup> Street, north to the north edge of the northern most rail spur, west to the place of beginning, including the access bridges to Roosevelt and Rikers Island and the Islands in their entirety.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/114th-precinct.page>

### **115<sup>TH</sup> PRECINCT**

92-15 Northern Boulevard  
Jackson Heights, NY 11372

Beginning at the center line of Roosevelt Ave, and the New York Connecting Railroad, north to a point in line with the center of the Brooklyn-Queens Expressway, north to the center line of the Grand Central Parkway, east to the center line of 82<sup>nd</sup> St., northward to LaGuardia Airport fence at Ditmars Blvd. and 81<sup>st</sup> St., north along LaGuardia Airport fence to Bowery Bay, north and east to, and including, pedestrian overpass at Flushing Bay and 31<sup>st</sup> Drive, south to the center line of the Grand Central Parkway, south to the center line of Roosevelt Ave., and west to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/115th-precinct.page>

### **120<sup>TH</sup> PRECINCT**

18 Richmond Terrace  
Staten Island, New York 10301

Beginning at Kill Van Kull and New York State Boundary at a point in line with Bodine Creek to Upper New York Bay to a point in line with the northern edge of the Verrazano Bridge to the fence of Fort Wadsworth to the edge of said fence at Tompkins Avenue, along an imaginary line to the northernmost fence line of the Staten Island Expressway commencing at Lincoln Place to Perry Avenue, north to Victory Boulevard, west to Jewett Avenue, north to Richmond Terrace, east to Bodine Creek to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/120th-precinct.page>

### **121<sup>ST</sup> PRECINCT**

970 Richmond Avenue  
Staten Island, New York 10306

Beginning at Arthur Kill and New York State Boundary at a point in line with the northern edge of the Goethals Bridge, to Kill Van Kull to Bodine Creek to Richmond Terrace, west to Jewett Avenue, south to Victory Boulevard, east to Perry Avenue, south to the northernmost fenceline of the Staten Island Expressway, east to Manor Road, south to Brielle Avenue, south to Rockland Avenue, west to Forest Hill Road, south to Richmond Hill Road to Arthur Kill Road to Richmond Avenue, north to Richmond Creek, to Fresh Kills to Little Fresh Kills to Arthur Kill, north to place of beginning. Including the Bayonne Bridge to the state line and the New York portion of Shooter's Island.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/121st-precinct.page>



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**122<sup>ND</sup> PRECINCT**  
2320 Hylan Boulevard  
Staten Island, New York 10306

Beginning at the northernmost fence line of the Staten Island Expressway at a point in line with Manor Road, east along the northern curb of the fenceline of the Staten Island Expressway to termination of the fence at Lincoln Place, along an imaginary line to the Fort Wadsworth fence, commencing at Tompkins Avenue to the northern edge of the Verrazano Narrows Bridge to a point in line with the borough line (upper level-Lamp Post #135, Lower Level-Code Marker SS311) to lower New York Bay to Raritan Bay to Richmond Avenue to Arthur Kill Road, north to Richmond Hill Road, to Forest Hill Road, north to Rockland Avenue, east to Brielle Avenue, north to Manor Road, north to place of beginning.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/122nd-precinct.page>

**123<sup>RD</sup> PRECINCT**  
116 Main St.  
Staten Island, New York 10307

Beginning at Arthur Kill and Great Fresh Kill, to Great Fresh Kill, to Fresh Kills, to Richmond Creek, to a point in line with Richmond Ave., south on Richmond Ave. to Raritan Bay, to Arthur Kill, to Fresh Kill, place of beginning, including the Outerbridge Crossing to the New York State boundary and “Lakes” (Island of Meadows) for record only.

See map at: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts/123rd-precinct.page>

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### **POLICE SERVICE AREA 1**

*2860 West 23 Street  
Brooklyn, New York 11224*

1. PSA 1 serves the Housing Authority developments within the confines of the 60<sup>th</sup>, 61<sup>st</sup>, 63<sup>rd</sup>, 76<sup>th</sup> and 78<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 60<sup>th</sup> Precinct under the operational responsibility of PSA 1:

Carey Gardens	Coney Island	Gravesend	Haber	Marlboro
ODwyer	Site 1B	Sites 4 and 5	Site 8	Surfside

- b. Following Housing Authority developments are located within the 61<sup>st</sup> Precinct under the operational responsibility of PSA 1:

Nostrand	Sheepshead
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- c. Following Housing Authority development is located within the 63<sup>rd</sup> Precinct under the operational responsibility of PSA 1:

Glenwood
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- d. Following Housing Authority developments are located within the 69<sup>th</sup> Precinct under the operational responsibility of PSA 1:

Bayview	Breukelen
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2. **Police Service Area 1 Red Hook Satellite** (80 Dwight Street, Red Hook, Brooklyn, NY 11224) serves the Housing Authority developments within the confines of the 76<sup>th</sup> and 78<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 76<sup>th</sup> Precinct under the operational responsibility of PSA 1 Red Hook Satellite:

Gowanus	Redhook
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- b. Following Housing Authority developments are located within the 78<sup>th</sup> Precinct under the operational responsibility of PSA 1 Red Hook Satellite:

Warren	Wyckoff Gardens
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## **POLICE SERVICE AREA 2**

*560 Sutter Avenue  
Brooklyn, New York 11207*

1. PSA 2 serves the Housing Authority developments within the confines of the 73<sup>rd</sup>, 75<sup>th</sup> and 77<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 73<sup>rd</sup> Precinct under the operational responsibility of PSA 2:

104-14 Tapscott St	33-35 Saratoga Ave	Brown-Site 115	Brownsville
Glenmore	Howard	Howard Ave	Howard Ave./Park
Kingsboro	Langston Hughes	Marcus Garvey	Ocean Hill
Ocean Hill/Bville	Prospect Plaza	Ralph Avenue	Saratoga Square
Seth Low	Sutter Union	Tapscott Rehab	Tilden
Van Dyke	Woodson		

- b. Following Housing Authority developments are located within the 75<sup>th</sup> Precinct under the operational responsibility of PSA 2:

Belmont Sutter	Boulevard	Cypress	East New York City Line
Fiorentino	LIB	Linden	Penn Wortman
Pink	Unity Plaza		

- c. Following Housing Authority developments are located within the 77<sup>th</sup> Precinct under the operational responsibility of PSA 2:

Albany	Crown Heights	Kingsboro	Park Rock
Sterling Place	Sterling-Buffalo	Weeksville	

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### **POLICE SERVICE AREA 3**

*25 Central Avenue  
Brooklyn, New York (11206)*

1. PSA 3 serves the Housing Authority developments within the confines of the 79<sup>th</sup>, 81<sup>st</sup>, 84<sup>th</sup>, 88<sup>th</sup> and 90<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 79<sup>th</sup> Precinct under the operational responsibility of PSA 3:

303 Vernon	Armstrong	Bed Stuy Rehab	Lafayette
Marcy	Sumner	Tompkins	

- b. Following Housing Authority developments are located within the 81<sup>st</sup> Precinct under the operational responsibility of PSA 3:

Brevoort	Roosevelt	Stuy Gardens
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- c. Following Housing Authority developments are located within the 90<sup>th</sup> Precinct under the operational responsibility of PSA 3:

Berry St.	Borinquen	Bushwick	Independence
Taylor Wythe	Williams Plaza	Williamsburg	

2. **Police Service Area 3 Whitman Satellite** (4 Auburn Place, Brooklyn, New York 11205) serves the Housing Authority developments within the confines of the 84<sup>th</sup> and 88<sup>th</sup> precincts.

- a. Following Housing Authority development is located within the 84<sup>th</sup> Precinct under the operational responsibility of PSA 3A Whitman Satellite:

Farragut
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- b. Following Housing Authority developments are located within the 88<sup>th</sup> Precinct under the operational responsibility of PSA 3A Whitman Satellite:

Atlantic Terminal	Ingersoll	Whitman
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### **POLICE SERVICE AREA 4**

**130 Avenue C**  
**New York, NY 10009**

1. PSA 4 serves the Housing Authority developments within the confines of the 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 5<sup>th</sup> Precinct under the operational responsibility of PSA 4:

45 Allen	Hernandez	Les 1	Smith
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- b. Following Housing Authority developments are located within the 7<sup>th</sup> Precinct under the operational responsibility of PSA 4:

Baruch	Gompers	Laguardia	Lavenburg
Rutgers	Seward Park	Vladeck	

- c. Following Housing Authority developments are located within the 9<sup>th</sup> Precinct under the operational responsibility of PSA 4:

Bracetti	Campos	E 4 St. Rehab	Fabria
First	Les 2	Les 3	Les 5
Meltzer	Riis	Wald	

- d. Following Housing Authority developments are located within the 10<sup>th</sup> Precinct under the operational responsibility of PSA 4:

Chelsea	Elliot	Fulton
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### **POLICE SERVICE AREA 5**

**221 East 123<sup>rd</sup> Street**  
**New York, NY 10035**

1. PSA 5 serves the Housing Authority developments within the confines of the 23<sup>rd</sup>, 25<sup>th</sup> and 28<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 23<sup>rd</sup> Precinct under the operational responsibility of PSA 5:

335 E 111	Carver	Clinton	East River
Jefferson	Johnson	Lehman	Lexington
Metro North	Taft	Washington	White
Wilson			

- b. Following Housing Authority developments are located within the 25<sup>th</sup> Precinct under the operational responsibility of PSA 5:

Corsi	E 120 St. Rehab	Lincoln	Millbank
Morris Park	Park Ave. E 122 St.	Robinson	Upaca
Wagner			

- c. Following Housing Authority developments are located within the 28<sup>th</sup> Precinct under the operational responsibility of PSA 5:

131 St. Nicholas	Grampion	King	Randolph
Taft Rehab			

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**POLICE SERVICE AREA 6**  
**2770 Frederick Douglass Boulevard**  
**New York, NY 10039**

1. PSA 6 serves the Housing Authority developments within the confines of the 24<sup>th</sup>, 26<sup>th</sup> and 32<sup>nd</sup> precincts.

- a. Following Housing Authority developments are located within the 24<sup>th</sup> Precinct under the operational responsibility of PSA 6:

830 Amsterdam	Dehostos	Douglas Rehab	Douglass
Thomas	Wise	West Side Urban Renew	

- b. Following Housing Authority developments are located within the 26<sup>th</sup> Precinct under the operational responsibility of PSA 6:

Grant	Manhattanville
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- c. Following Housing Authority developments are located within the 32<sup>nd</sup> Precinct under the operational responsibility of PSA 6:

Drew Hamilton	Harlem River	Polo Grounds	PS 139
Rangel	Samuel	St. Nicholas	



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## **POLICE SERVICE AREA 7**

*737 Melrose  
Brooklyn, New York 11224*

1. PSA 7 serves the Housing Authority developments within the confines of the 40<sup>th</sup> and 42<sup>nd</sup> precincts.

- a. Following Housing Authority developments are located within the 40<sup>th</sup> Precinct under the operational responsibility of PSA 7:

Adams	Betances	Bonx Chester	Jackson
Melrose	Millbrook	Millbrook Extension	Mitchel
Mitchel Extension	Moore	Mott Haven	Patterson
St. Mary's Park	Union Cons 40		

- b. Following Housing Authority developments are located within the 42<sup>nd</sup> Precinct under the operational responsibility of PSA 7:

Butler	Claremont Cons	Forest	McKinley
Morris	Morrisania	Morrisania AR 42	Murphy Cons 42
Union Cons 42	Webster		



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### **POLICE SERVICE AREA 8**

*737 Melrose  
Brooklyn, New York 11224*

1. PSA 8 serves the Housing Authority developments within the confines of the 43<sup>rd</sup>, 45<sup>th</sup> and 47<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 43<sup>rd</sup> Precinct under the operational responsibility of PSA 8:

1471 Watson	Boynton Ave	Bronx River	Sotomayor
Castle Hill	Clason Point	Monroe	Sack Wern
Soundview			

- b. Following Housing Authority developments are located within the 45<sup>th</sup> Precinct under the operational responsibility of PSA 8:

Glebe Ave.	Middleton	Randall Ave.	Throggs Neck
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2. **Police Service Area 8 North Edenwald Satellite** (1165 East 229th Street, Bronx, New York 10466) serves the following Housing Authority developments within the confines of the 47<sup>th</sup> precinct:

Baychester	Boston Secor	Edenwald	Gun Hill
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### **POLICE SERVICE AREA 9**

**155-09 Jewel Avenue**  
**Queens, New York 11367**

1. PSA 9 serves the Housing Authority developments within the confines of the 103<sup>rd</sup>, 107<sup>th</sup>, 113<sup>th</sup> and 114<sup>th</sup> precincts.

- a. Following Housing Authority developments are located within the 103<sup>rd</sup> Precinct under the operational responsibility of PSA 9:

Conlon Lihfe	International Towers	Shelton	South Jamaica
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- b. Following Housing Authority development is located within the 107<sup>th</sup> Precinct under the operational responsibility of PSA 9:

Pomonok
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- c. Following Housing Authority development is located within the 113<sup>th</sup> Precinct under the operational responsibility of PSA 9:

Baisley Park
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2. **Police Service Area 9 Ravenswood Satellite** (34-41 21<sup>st</sup> Street, Queens, New York 11106) serves the following Housing Authority developments within the confines of the 114<sup>th</sup> precinct:

Astoria	Queensbridge	Ravenswood	Woodside
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During late night schedules and temporary MTA New York City Transit schedule changes, actual train lines at certain stations may vary from those listed below. Actual or closest cross streets are indicated in the station name listing.

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<b><u>POST</u></b>	<b><u>STATION</u></b>	<b><u>LINE(S)</u></b>	<b><u>DIVISION</u></b>	<b><u>PRECINCT</u></b>
0101	Dist. #1 Office (59 <sup>th</sup> Street / Columbus Circle)	----	----	MTN
0102	59 <sup>th</sup> Street – Columbus Circle	A-B-C-D	IND	MTN
0103	59 <sup>th</sup> Street – Columbus Circle	1	IRT	MTN
0104	50 <sup>th</sup> Street / Broadway	1	IRT	MTN
0105	50 <sup>th</sup> Street / 8 <sup>th</sup> Avenue	C-E	IND	MTN
0106	7 <sup>th</sup> Avenue / 53 <sup>rd</sup> Street	B-D-E	IND	MTN
0107	5 <sup>th</sup> Avenue / 53 <sup>rd</sup> Street	E	IND	MTN
0108	UNUSED POST NUMBER	----	----	----
0109	42 <sup>nd</sup> Street – Port Authority Bus Terminal	A-C-E	IND	MTS
0110	UNUSED POST NUMBER	----	----	----
0111	57 <sup>th</sup> Street / 6 <sup>th</sup> Avenue	F	IND	MTN
0112	47 <sup>TH</sup> – 50 <sup>TH</sup> Streets – Rockefeller Center	B-D-F	IND	MTN
0113	42 <sup>nd</sup> Street / 6 <sup>th</sup> Avenue	B-D-F	IND	MTS
0114	5 <sup>th</sup> Avenue / 42 <sup>nd</sup> Street	7	IRT	MTS
0115	86 <sup>th</sup> Street / Central Park West	B-C	IND	024
0116	81 <sup>st</sup> Street – Museum of Natural History	B-C	IND	020
0117	72 <sup>nd</sup> Street / Central Park West	B-C	IND	020
0118	42 <sup>nd</sup> Street – Times Square	1-2-3	IRT	MTS
0119	42 <sup>nd</sup> Street – Times Square	7	IRT	MTS
0120	42 <sup>nd</sup> Street – Times Square	S	IRT	MTS
0121	42 <sup>nd</sup> Street – Times Square	N-Q-R-W	BMT	MTS
0122	49 <sup>th</sup> Street / 7 <sup>th</sup> Avenue	N-R-W	BMT	MTN
0123	57 <sup>th</sup> Street / 7 <sup>th</sup> Avenue	N-Q-R-W	BMT	MTN
0124	5 <sup>th</sup> Avenue / 59 <sup>th</sup> Street	N-R-W	BMT	MTN
0125	86 <sup>th</sup> Street / Broadway	1	IRT	024
0126	79 <sup>th</sup> Street / Broadway	1	IRT	020
0127	72 <sup>nd</sup> Street / Broadway	1-2-3	IRT	020
0128	66 <sup>th</sup> Street / Broadway – Lincoln Center	1	IRT	020
0129	Lexington Avenue / 63 <sup>rd</sup> Street	Q-F	BMT/IND	019
0130	34 <sup>th</sup> Street/Hudson Yards	7	IRT	010



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### **DISTRICT # 2 POSTS**

<u><b>POST</b></u>	<u><b>STATION</b></u>	<u><b>LINE(S)</b></u>	<u><b>DIVISION</b></u>	<u><b>PRECINCT</b></u>
0201	34 <sup>th</sup> Street / 8 <sup>th</sup> Avenue – Penn Station	A-C-E	IND	MTS
0202	23 <sup>rd</sup> Street / 8 <sup>th</sup> Avenue	C-E	IND	010
0203	14 <sup>th</sup> Street / 8 <sup>th</sup> Avenue	A-C-E	IND	010
0204	West 4 <sup>th</sup> Street / 6 <sup>th</sup> Avenue	A-B-C-D-E-F	IND	006
0205	Spring Street / 6 <sup>th</sup> Avenue	C-E	IND	001
0206	Canal Street / 6 <sup>th</sup> Avenue	A-C-E	IND	001
0207	Chambers Street – World Trade Center	A-C-E	IND	001
0208	Broadway – Nassau / Fulton Street	A-C	IND	001
0209	34 <sup>th</sup> Street / 7 <sup>th</sup> Avenue – Penn Station	1-2-3	IRT	MTS
0210	28 <sup>th</sup> Street / 7 <sup>th</sup> Avenue	1	IRT	010
0211	23 <sup>rd</sup> Street / 7 <sup>th</sup> Avenue	1	IRT	010
0212	18 <sup>th</sup> Street / 7 <sup>th</sup> Avenue	1	IRT	013
0213	14 <sup>th</sup> Street / 7 <sup>th</sup> Avenue	1-2-3	IRT	013
0214	Christopher Street / 7 <sup>th</sup> Avenue – Sheridan Sq.	1	IRT	006
0215	Houston Street / Varick Street	1	IRT	001
0216	Canal Street / Varick Street	1	IRT	001
0217	Franklin Street / West Broadway	1	IRT	001
0218	Cortlandt Street – World Trade Center	1 (no service)	IRT	001
0219	Rector Street / Greenwich Street	1	IRT	001
0220	South Ferry	1	IRT	001
0221	Chambers Street / West Broadway	1-2-3	IRT	001
0222	Park Place / Broadway	2-3	IRT	001
0223	Fulton Street / William Street	2-3	IRT	001
0224	Wall Street / William Street	2-3	IRT	001
0225	Fulton Street / Broadway	4-5	IRT	001
0226	Wall Street / Broadway	4-5	IRT	001
0227	Bowling Green	4-5	IRT	001
0228	Fulton Street / Nassau Street	J-M-Z	BMT	001
0229	Broad Street / Wall Street	J-M-Z	BMT	001
0230	34 <sup>th</sup> Street / 6 <sup>th</sup> Avenue – Herald Square	B-D-F	IND	MTS
0231	34 <sup>th</sup> Street / Broadway – Herald Square	N-Q-R-W	BMT	MTS
0232	23 <sup>rd</sup> Street / 6 <sup>th</sup> Avenue	F	IND	013
0233	14 <sup>th</sup> Street / 6 <sup>th</sup> Avenue	F	IND	006
0234	8 <sup>th</sup> Avenue / 14 Street	L	BMT	006
0235	6 <sup>th</sup> Avenue / 14 Street	L	BMT	006
0236	Canal Street / Lafayette Street	6	IRT	005
0237	Canal Street / Centre Street	J-M-Z	BMT	005
0238	Canal Street / Broadway	N-Q-R-W	BMT	005
0239	City Hall / Broadway	R-W	BMT	001
0240	Cortlandt Street – World Trade Center	R-W	BMT	001
0241	Rector Street / Trinity Place	R-W	BMT	001
0242	Whitehall Street – South Ferry	R-W	BMT	001
0243	Chamber Street / Centre Street – City Hall	J-M-Z	BMT	005
0244	Brooklyn Bridge – City Hall	4-5-6	IRT	005
0245	Dist. #2 Office (Canal St. / Lisenard St.)	-----	-----	001



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### **DISTRICT # 3 POSTS**

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0301	242 <sup>nd</sup> Street / Van Cortlandt Park	1	IRT	050
0302	238 <sup>th</sup> Street / Broadway	1	IRT	050
0303	231 <sup>st</sup> Street / Broadway	1	IRT	050
0304	225 <sup>th</sup> Street / Broadway – Marble Hill	1	IRT	050
0305	215 <sup>th</sup> Street / 10 <sup>th</sup> Avenue	1	IRT	034
0306	207 <sup>th</sup> / 10 <sup>th</sup> Avenue	1	IRT	034
0307	200 <sup>th</sup> Street / Dyckman Street	1	IRT	034
0308	191 <sup>st</sup> Street / Saint Nicholas Avenue	1	IRT	034
0309	181 <sup>st</sup> Street / Saint Nicholas Avenue	1	IRT	034
0310	168 <sup>th</sup> Street / Broadway	1	IRT	033
0311	168 <sup>th</sup> Street / Broadway	A-C	IND	033
0312	157 <sup>th</sup> Street / Broadway	1	IRT	033
0313	145 <sup>th</sup> Street / Broadway	1	IRT	030
0314	137 <sup>th</sup> Street / Broadway – City College	1	IRT	030
0315	125 <sup>th</sup> Street / Broadway	1	IRT	026
0316	116 <sup>th</sup> Street / Broadway – Columbia University	1	IRT	026
0317	110 <sup>th</sup> Street – Cathedral Parkway / Broadway	1	IRT	026
0318	103 <sup>rd</sup> Street / Broadway	1	IRT	024
0319	96 <sup>th</sup> Street / Broadway	1-2-3	IRT	024
0320-0323	UNUSED POST NUMBERS	-----	-----	-----
0324	148 <sup>th</sup> Street / Lenox Avenue – Harlem	3	IRT	032
0325	145 <sup>th</sup> Street / Lenox Avenue	3	IRT	032
0326	135 <sup>th</sup> Street / Lenox Avenue	2-3	IRT	032
0327	125 <sup>th</sup> Street / Lenox Avenue	2-3	IRT	028
0328	116 <sup>th</sup> Street / Lenox Avenue	2-3	IRT	028
0329	110 <sup>th</sup> Street – Central Park N. / Lenox Avenue	2-3	IRT	028
0330	207 <sup>th</sup> Street / Broadway – Inwood	A	IND	034
0331	200 <sup>th</sup> Street – Dyckman Street / Broadway	A	IND	034
0332	190 <sup>th</sup> Street / Fort Washington Avenue	A	IND	034
0333	181 <sup>st</sup> Street / Fort Washington Avenue	A	IND	034
0334	175 <sup>th</sup> Street / Fort Washington Avenue	A	IND	033
0335	163 <sup>rd</sup> Street / Amsterdam Avenue	A-C	IND	033
0336	155 <sup>th</sup> Street / Saint Nicholas Avenue	A-C	IND	030
0337	145 <sup>th</sup> Street / Saint Nicholas Avenue	A-B-C-D	IND	030
0338	155 <sup>th</sup> Street / Frederick Douglas Boulevard	B-D	IND	032
0339	135 <sup>th</sup> Street / Saint Nicholas Avenue	B-C	IND	026
0340	125 <sup>th</sup> Street / Saint Nicholas Avenue	A-B-C-D	IND	026
0341	116 <sup>th</sup> Street / Frederick Douglas Boulevard	B-C	IND	028
0342	110 <sup>th</sup> St. – Cathedral Parkway / Central Park W.	B-C	IND	024
0343	103 <sup>rd</sup> Street / Central Park West	B-C	IND	024
0344	96 <sup>th</sup> Street / Central Park West	B-C	IND	024
0345-0347	UNUSED POST NUMBERS	-----	-----	-----
0348	Dist. #3 Office (145 <sup>th</sup> St. / St. Nicholas Ave.)	-----	-----	030



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0401	125 <sup>th</sup> Street / Lexington Avenue	4-5-6	IRT	025
0402	116 <sup>th</sup> Street / Lexington Avenue	6	IRT	025
0403	110 <sup>th</sup> Street / Lexington Avenue	6	IRT	023
0404	103 <sup>rd</sup> Street / Lexington Avenue	6	IRT	023
0405	96 <sup>th</sup> Street / Lexington Avenue	6	IRT	019
0406	86 <sup>th</sup> Street / Lexington Avenue	4-5-6	IRT	019
0407	77 <sup>th</sup> Street / Lexington Avenue	6	IRT	019
0408	68 <sup>th</sup> Street / Lexington Avenue – Hunter College	6	IRT	019
0409	59 <sup>th</sup> Street / Lexington Avenue	4-5-6	IRT	017
0410	Lexington Avenue / 59 <sup>th</sup> Street	N-R-W	BMT	017
0411	51 <sup>st</sup> Street / Lexington Avenue	6	IRT	017
0412	42 <sup>nd</sup> Street – Grand Central	S	IRT	MTS
0413	42 <sup>nd</sup> Street – Grand Central	4-5-6	IRT	MTS
0414	42 <sup>nd</sup> Street – Grand Central	7	IRT	MTS
0415	33 <sup>rd</sup> Street / Park Avenue	6	IRT	MTS
0416	28 <sup>th</sup> Street / Park Avenue	6	IRT	013
0417	23 <sup>rd</sup> Street / Park Avenue	6	IRT	013
0418	14 <sup>th</sup> Street – Union Square	4-5-6	IRT	013
0419	Astor Place / Lafayette Street	6	IRT	009
0420	Bleecker Street / Lafayette Street	6	IRT	009
0421	Spring Street / Lafayette Street	6	IRT	005
0422	28 <sup>th</sup> Street / Broadway	N-R-W	BMT	013
0423	23 <sup>rd</sup> Street / Broadway	N-R-W	BMT	013
0424	14 <sup>th</sup> Street – Union Square	N-Q-R-W	BMT	013
0425	8 <sup>th</sup> Street / Broadway – N.Y.U.	N-R-W	BMT	006
0426	Prince Street / Broadway	N-R-W	BMT	005
0427	Broadway – Lafayette Street / Houston Street	B-D-F	IND	005
0428	Grand Street / Chrystie Street	B-D	IND	005
0429	2 <sup>nd</sup> Avenue / Houston Street	F	IND	009
0430	East Broadway / Rutgers Street	F	IND	007
0431	Delancey Street / Essex Street	F	IND	007
0432	Essex Street / Delancey Street	J-M-Z	BMT	007
0433	Bowery Street / Delancey Street	J-M-Z	BMT	005
0434	14 <sup>th</sup> Street – Union Square	L	BMT	013
0435	3 <sup>rd</sup> Avenue / 14 <sup>th</sup> Street	L	BMT	013
0436	1 <sup>st</sup> Avenue / 14 <sup>th</sup> Street	L	BMT	013
0437	Lexington Avenue / 53 <sup>rd</sup> Street	E	IND	017
0438	Dist. #4 Office (14 <sup>th</sup> Street / Union Square)	----	----	013
0439	UNUSED POST NUMBERS	----	----	----
0440	UNUSED POST NUMBERS	----	----	----
0441	UNUSED POST NUMBERS	----	----	----
0442	96 <sup>th</sup> Street/2 <sup>nd</sup> Avenue	Q	BMT/IND	019
0443	86 <sup>th</sup> Street/2 <sup>nd</sup> Avenue	Q	BMT/IND	019
0444	72 <sup>nd</sup> Street/2 <sup>nd</sup> Avenue	Q	BMT/IND	019

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### **DISTRICT # 11 POSTS**

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1101	205 <sup>th</sup> Street – Norwood	D	IND	052
1102	Bedford Park Boulevard / Grand Concourse	B-D	IND	052
1103	Kingsbridge Road / Grand Concourse	B-D	IND	052
1104	Fordham Road / Grand Concourse	B-D	IND	046
1105	182 <sup>nd</sup> – 183 <sup>rd</sup> Streets / Grand Concourse	B-D	IND	046
1106	Tremont Avenue / Grand Concourse	B-D	IND	046
1107	174 <sup>th</sup> – 175 <sup>th</sup> Streets / Grand Concourse	B-D	IND	046
1108	170 <sup>th</sup> Street / Grand Concourse	B-D	IND	044
1109	167 <sup>th</sup> Street / Grand Concourse	B-D	IND	044
1110	161 <sup>st</sup> Street / River Avenue – Yankee Stadium	B-D	IND	044
1111	161 <sup>st</sup> Street / River Avenue – Yankee Stadium	4	IRT	044
1112	Woodlawn Road / Jerome Avenue	4	IRT	052
1113	Mosholu Parkway / Jerome Avenue	4	IRT	052
1114	Bedford Park Boulevard - Lehman College	4	IRT	052
1115	Kingsbridge Road / Jerome Avenue	4	IRT	052
1116	Fordham Road / Jerome Avenue	4	IRT	052
1117	183 <sup>rd</sup> Street / Jerome Avenue	4	IRT	052
1118	Burnside Avenue / Jerome Avenue	4	IRT	046
1119	176 <sup>th</sup> Street / Jerome Avenue	4	IRT	046
1120	Mount Eden Avenue / Jerome Avenue	4	IRT	044
1121	170 <sup>th</sup> Street / Jerome Avenue	4	IRT	044
1122	167 <sup>th</sup> Street / River Avenue	4	IRT	044
1123	149 <sup>th</sup> Street / Grand Concourse	4	IRT	040
1124	149 <sup>th</sup> Street / Grand Concourse	2-5	IRT	040
1125	138 <sup>th</sup> Street / Grand Concourse	4-5	IRT	040
1126	Dist. #11 Office (161 <sup>st</sup> Street / River Avenue)	-----	-----	044



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### **DISTRICT # 12 POSTS**

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1201	241 <sup>st</sup> Street / White Plains Road – Wakefield	2	IRT	047
1202	238 <sup>th</sup> Street – Nereid Ave. / White Plains Road	2-5	IRT	047
1203	233 <sup>rd</sup> Street / White Plains Road	2-5	IRT	047
1204	225 <sup>th</sup> Street / White Plains Road	2-5	IRT	047
1205	219 <sup>th</sup> Street / White Plains Road	2-5	IRT	047
1206	Gun Hill Road / White Plains Road	2-5	IRT	047
1207	Burke Avenue / White Plains Road	2-5	IRT	047
1208	Allerton Avenue / White Plains Road	2-5	IRT	049
1209	Pelham Parkway / White Plains Road	2-5	IRT	049
1210	Bronx Park East – Sagamore St. / Birchall Ave.	2-5	IRT	049
1211	East 180 <sup>th</sup> Street / Morris Park Avenue	2-5	IRT	048
1212	E. Tremont Ave. / Boston Rd. – West Farms Sq.	2-5	IRT	048
1213	East 174 <sup>th</sup> Street / Southern Boulevard	2-5	IRT	042
1214	Freeman Street / Southern Boulevard	2-5	IRT	042
1215	Simpson Street / Westchester Avenue	2-5	IRT	041
1216	Intervale Avenue / Westchester Avenue	2-5	IRT	041
1217	Prospect Avenue / Westchester Avenue	2-5	IRT	040
1218	Jackson Avenue / Westchester Avenue	2-5	IRT	040
1219	3 <sup>rd</sup> Avenue / 149 <sup>th</sup> Street	2-5	IRT	040
1220	Dyre Avenue / Light Street – Eastchester	5	IRT	047
1221	Baychester Avenue / Boston Road	5	IRT	047
1222	Gun Hill Road / Seymore Avenue	5	IRT	049
1223	Pelham Parkway / Esplanade	5	IRT	049
1224	Morris Park – Paulding Ave. / Esplanade	5	IRT	049
1225	Pelham Bay Park – Westchester Ave./ Burr Ave.	6	IRT	045
1226	Buhre Avenue / Westchester Avenue	6	IRT	045
1227	Middletown Road / Westchester Avenue	6	IRT	045
1228	Westchester Square – East Tremont Avenue	6	IRT	045
1229	Zerega Avenue / Westchester Avenue	6	IRT	045
1230	Castle Hill Avenue / Westchester Avenue	6	IRT	043
1231	E. 177 <sup>th</sup> St. / Parkchester Ave. / Westchester Ave	6	IRT	043
1232	Saint Lawrence Ave. / Westchester Avenue	6	IRT	043
1233	Morrison – Soundview Ave.'s / Westchester Ave.	6	IRT	043
1234	Elder Avenue / Westchester Avenue	6	IRT	043
1235	Whitlock Avenue / Westchester Avenue	6	IRT	041
1236	Hunts Point Avenue / Bruckner Blvd. / 163 <sup>rd</sup> St.	6	IRT	041
1237	Longwood Avenue / Southern Boulevard	6	IRT	041
1238	East 149 <sup>th</sup> Street / Southern Boulevard	6	IRT	041
1239	East 143 <sup>rd</sup> St. – St. Mary's St. / Southern Blvd.	6	IRT	040
1240	Cypress Avenue / East 138 <sup>th</sup> Street	6	IRT	040
1241	Brook Avenue / East 138 <sup>th</sup> Street	6	IRT	040
1242	3 <sup>rd</sup> Avenue / East 138 <sup>th</sup> Street	6	IRT	040
1243	Dist. #12 Office (460 Morris Park Avenue)	OFF SYSTEM	----	048



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### **DISTRICT # 20 POSTS**

<u><b>POS T</b></u>	<u><b>STATION</b></u>	<u><b>LINE(S)</b></u>	<u><b>DIVISIO N</b></u>	<u><b>PRECIN CT</b></u>
2001	179 <sup>th</sup> Street / Hillside Avenue – Jamaica	F	IND	107
2002	169 <sup>th</sup> Street / Hillside Avenue	F	IND	107
2003	Parsons Boulevard / Hillside Avenue	F	IND	107
2004	Sutphin Boulevard / Hillside Avenue	F	IND	107
2005	Briarwood – Van Wyck Blvd. / Queens Blvd. / Main St.	F	IND	107
2006	Union Turnpike / Queens Boulevard	E-F	IND	112
2007	75 <sup>th</sup> Avenue / Queens Boulevard	E-F	IND	112
2008	71 <sup>st</sup> Street / Continental Avenue – Forest Hills	E-F-G-R	IND/BMT	112
2009	67 <sup>th</sup> Avenue / Queens Boulevard	G-R	IND/BMT	112
2010	63 <sup>rd</sup> Drive / Queens Boulevard – Rego Park	G-R	IND/BMT	112
2011	Woodhaven Boulevard / Queens Boulevard – Queens Mall	G-R	IND/BMT	110
2012	Grand Avenue / Queens Boulevard – Newtown	G-R	IND/BMT	110
2013	Elmhurst Avenue / Queens Boulevard	G-R	IND/BMT	110
2014	Roosevelt Avenue / 74 <sup>th</sup> Street – Jackson Heights	E-F-G-R	IND/BMT	110
2015	65 <sup>th</sup> Street / Northern Boulevard	G-R	IND/BMT	108
2016	Northern Boulevard / 54 <sup>th</sup> Street	G-R	IND/BMT	108
2017	46 <sup>th</sup> Street / Broadway	G-R	IND/BMT	114
2018	Steinway Street / Broadway	G-R	IND/BMT	114
2019	36 <sup>th</sup> Street / Northern Boulevard	G-R	IND/BMT	114
2020	Queens Plaza – Queens Boulevard / Jackson Avenue	E-G-R	IND/BMT	108
2021	21 <sup>st</sup> Street – Van Alst / Jackson Avenue	G	IND	108
2022	Court Square / Jackson Avenue	G	IND	108
2023	23 <sup>rd</sup> Street – Ely Avenue / 44 <sup>th</sup> Drive	E	IND	108
2024	Main Street / Roosevelt Avenue	7	IRT	109
2025	Willels Point – Shea Stadium / Roosevelt Avenue	7	IRT	110
2026	111 <sup>th</sup> Street / Roosevelt Avenue	7	IRT	115
2027	103 <sup>rd</sup> Street – Corona Plaza / Roosevelt Avenue	7	IRT	115
2028	Junction Boulevard / Roosevelt Avenue	7	IRT	115
2029	90 <sup>th</sup> Street – Elmhurst Avenue / Roosevelt Avenue	7	IRT	115
2030	82 <sup>nd</sup> Street – Jackson Heights / Roosevelt Avenue	7	IRT	115
2031	74 <sup>th</sup> Street / Broadway / Roosevelt Avenue	7	IRT	115
2032	69 <sup>th</sup> Street – Fisk Avenue / Roosevelt Avenue	7	IRT	108
2033	61 <sup>st</sup> Street – Woodside / Roosevelt Avenue	7	IRT	108
2034	52 <sup>nd</sup> Street / Roosevelt Avenue	7	IRT	108
2035	46 <sup>th</sup> Street / Queens Boulevard (Bliss St.)	7	IRT	108
2036	40 <sup>th</sup> Street / Queens Boulevard (Lowery St.)	7	IRT	108
2037	33 <sup>rd</sup> Street / Queens Boulevard (Rawson St.)	7	IRT	108
2038	Queensboro Plaza / Crescent Street	7-N-W	IRT/BMT	108
2039	45 <sup>th</sup> Road / Court House Square / 23 <sup>rd</sup> Street	7	IRT	108
2040	Hunters Point – 49 <sup>th</sup> Avenue / 21 <sup>st</sup> Street	7	IRT	108
2041	Vernon Boulevard / Jackson Avenue / 50 <sup>th</sup> Avenue	7	IRT	108
2042	Ditmars Boulevard / 31 <sup>st</sup> Street – Astoria	N-W	BMT	114
2043	Astoria Boulevard / 31 <sup>st</sup> Street	N-W	BMT	114
2044	30 <sup>th</sup> Avenue / 31 <sup>st</sup> Street	N-W	BMT	114
2045	Broadway / 31 <sup>st</sup> Street	N-W	BMT	114
2046	36 <sup>th</sup> Avenue / 31 <sup>st</sup> Street	N-W	BMT	114
2047	39 <sup>th</sup> Avenue / 31 <sup>st</sup> Street	N-W	BMT	114
2048	Dist. #20 Office (Briarwood – Main St. / Queens Blvd.)	----	----	107
2049	Parsons Boulevard / Archer Avenue – Jamaica Center	E-J-Z	IND/BMT	103
2050	Sutphin Boulevard / Archer Avenue	E-J-Z	IND/BMT	103
2051	Jamaica Avenue / Van Wyck Expressway	E	IND	102
2052	121 <sup>st</sup> Street / Jamaica Avenue	J-Z	BMT	102
2053	111 <sup>th</sup> Street / Jamaica Avenue	J-Z	BMT	102
2054	104 <sup>th</sup> Street / Jamaica Avenue	J-Z	BMT	102
2055	Woodhaven Boulevard / Jamaica Avenue	J-Z	BMT	102
2056	85 <sup>th</sup> Street – Forest Parkway / Jamaica Avenue	J-Z	BMT	102
2057	75 <sup>th</sup> Street – Elderts Lane / Jamaica Avenue	J-Z	BMT	102
2058	Roosevelt Island	F	BMT	114
2059	21 <sup>st</sup> Street / 41 <sup>st</sup> Avenue – Queensbridge	F	BMT	114



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### **DISTRICT # 23 POSTS**

<b><u>POST</u></b>	<b><u>STATION</u></b>	<b><u>LINE(S)</u></b>	<b><u>DIVISION</u></b>	<b><u>PRECINCT</u></b>
2301	Rockaway Boulevard / Liberty Avenue	A	IND	106
2302-2306	UNUSED POST NUMBERS	-----	-----	-----
2307	80 <sup>th</sup> Street / Liberty Avenue (Hudson Ave.)	A	IND	106
2308	88 <sup>th</sup> Street / Liberty Avenue (Boyd Ave.)	A	IND	106
2309	104 <sup>th</sup> Street / Liberty Avenue (Oxford Ave.)	A	IND	106
2310	111 <sup>th</sup> Street / Liberty Ave. (Greenwood Ave.)	A	IND	106
2311	Lefferts Boulevard / Liberty Avenue	A	IND	106
2312	Aqueduct – North Conduit Avenue	A	IND	106
2313	Aqueduct Racetrack	A	IND	106
2314	Howard Beach – JFK Airport / Coleman Square	A	IND	106
2315	Broad Channel – West Road / Noel Road	A-S	IND	100
2316	Rockaway Park – Beach 116 <sup>th</sup> Street	A-S	IND	100
2317	Beach 105 <sup>th</sup> St. / Rockaway Freeway (Seaside)	A-S	IND	100
2318	Beach 98 <sup>th</sup> St. / Rockaway Freeway (Playland)	A-S	IND	100
2319	Beach 90 <sup>th</sup> St. / Rockaway Freeway (Holland)	A-S	IND	100
2320	Beach 67 <sup>th</sup> St. / Rockaway Freeway (Gaston)	A	IND	100
2321	Beach 60 <sup>th</sup> St. / Rockaway Freeway (Straiton)	A	IND	100
2322	Beach 44 <sup>th</sup> St. / Rockaway Freeway (Frank)	A	IND	101
2323	Beach 36 <sup>th</sup> St. / Rockaway Freeway (Edgemere)	A	IND	101
2324	Beach 25 <sup>th</sup> St. / Rockaway Freeway (Wavecrest)	A	IND	101
2325	Mott Avenue / Beach 22 <sup>nd</sup> Street	A	IND	101
2326	Dist #23 Office (222 Beach 116 <sup>th</sup> Street)	OFF SYSTEM	-----	100



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### **DISTRICT # 30 POSTS**

<b><u>POST</u></b>	<b><u>STATION</u></b>	<b><u>LINE(S)</u></b>	<b><u>DIVISION</u></b>	<b><u>PRECINCT</u></b>
3001	High Street / Adams Street – Cadman Plaza	A-C	IND	084
3002	Jay Street / Willoughby Street – Borough Hall	A-C-F	IND	084
3003	Hoyt Street / Schermerhorn Street	A-C-G	IND	084
3004	Lafayette Avenue / Fulton Street	A-C	IND	088
3005	Clinton Ave. – Washington St. / Fulton St.	A-C	IND	088
3006	Franklin Avenue / Fulton Street	A-C	IND	079
3007	Franklin Avenue / Fulton Street	S	BMT	079
3008	York Street / Jay Street	F	IND	084
3009	Bergen Street / Smith Street	F-G	IND	084
3010	Carroll Street / Smith Street	F-G	IND	076
3011	Smith Street / 9 <sup>th</sup> Street	F-G	IND	076
3012	4 <sup>th</sup> Avenue / 9 <sup>th</sup> Street	F	IND	078
3013	7 <sup>th</sup> Avenue / 9 <sup>th</sup> Street	F	IND	078
3014	15 <sup>th</sup> Street – Prospect Park	F	IND	072
3015	Fort Hamilton Parkway / Prospect Avenue	F	IND	072
3016	Church Avenue / McDonald Avenue	F	IND	066
3017	Fulton Street / Lafayette Avenue	G	IND	088
3018	Clinton St. – Washington Ave. / Lafayette St.	G	IND	088
3019	Classon Avenue / Lafayette Street	G	IND	088
3020	Bedford Ave. – Nostrand Ave. / Lafayette Ave.	G	IND	079
3021	Myrtle Ave. – Willoughby Ave. / Marcy Ave.	G	IND	079
3022	Flushing Avenue / Marcy Avenue	G	IND	090
3023	Broadway / Union Avenue	G	IND	090
3024	Metropolitan Avenue / Union Avenue	G	IND	090
3025	Nassau Avenue / Manhattan Avenue	G	IND	094
3026	Greenpoint Avenue / Manhattan Avenue	G	IND	094
3027	Court Street / Montague Street	M-R	IND	084
3028	Lawrence St. – Metrotech / Willoughby St.	M-R	IND	084
3029	Dekalb Avenue / Flatbush Avenue	B-D-M-N-Q-R	IND/BMT	084
3030	Dist. #30 Office (Schermerhorn St. / Hoyt St.)	-----	-----	084
3031	Nevins Street / Flatbush Avenue	2-3-4-5	IRT	084
3032	Hoyt Street / Fulton Street	2-3	IRT	084
3033	Borough Hall – Joralemon St. / Court St.	2-3-4-5	IRT	084
3034	Clark Street / Henry Street	2-3	IRT	084
3035	Nostrand Avenue / Fulton Street	A-C	IND	079



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### **DISTRICT # 32 POSTS**

<u><b>POST</b></u>	<u><b>STATION</b></u>	<u><b>LINE(S)</b></u>	<u><b>DIVISION</b></u>	<u><b>PRECINCT</b></u>
3201	New Lots Avenue / Livonia Avenue	3-4	IRT	075
3202	Van Siclen Avenue / Livonia Avenue	3-4	IRT	075
3203	Pennsylvania Avenue / Livonia Avenue	3-4	IRT	075
3204	Junius Street / Livonia Avenue	3-4	IRT	073
3205	Rockaway Avenue / Livonia Avenue	3-4	IRT	073
3206	Saratoga Avenue / Livonia Avenue	3-4	IRT	073
3207	Sutter Avenue / East 98 <sup>th</sup> Street	3-4	IRT	073
3208	Utica Avenue / Eastern Parkway	3-4	IRT	077
3209	Kingston Avenue / Eastern Parkway	3-4	IRT	077
3210	Nostrand Avenue / Eastern Parkway	3-4	IRT	077
3211	Franklin Avenue / Eastern Parkway	2-3-4-5	IRT	077
3212	Flatbush Ave. / Nostrand Ave.- Brklyn College	2-5	IRT	070
3213	Newkirk Avenue / Nostrand Avenue	2-5	IRT	067
3214	Beverly Road / Nostrand Avenue	2-5	IRT	067
3215	Church Avenue / Nostrand Avenue	2-5	IRT	067
3216	Winthrop Avenue / Nostrand Avenue	2-5	IRT	071
3217	Sterling Street / Nostrand Avenue	2-5	IRT	071
3218	President Street / Nostrand Avenue	2-5	IRT	071
3219	Eastern Parkway – Brooklyn Museum	2-3	IRT	077
3220	Grand Army Plaza	2-3	IRT	078
3221	Bergen Street / Flatbush Avenue	2-3	IRT	078
3222	Atlantic Avenue / Flatbush Avenue	2-3-4-5	IRT	088
3223	Atlantic Avenue / Flatbush Avenue	B-Q	IND/BMT	088
3224	Pacific Street / 4 <sup>th</sup> Avenue	D-M-N-R	BMT	084
3225	Union Street / 4 <sup>th</sup> Avenue	M-N-R	BMT	078
3226	9 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	M-N-R	BMT	078
3227	Prospect Avenue / 4 <sup>th</sup> Avenue	M-N-R	BMT	072
3228	25 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	M-N-R	BMT	072
3229-3232	UNUSED POST NUMBERS	----	----	----
3233	7 <sup>th</sup> Avenue / Flatbush Avenue	B-Q	IND/BMT	078
3234	Prospect Park – Flatbush Ave. / Ocean Ave.	B-Q-S	IND/BMT	071
3235	Parkside Avenue / Ocean Avenue	B-Q	IND/BMT	071
3236	Church Avenue / East 17 <sup>th</sup> Street	B-Q	IND/BMT	070
3237	Beverly Road / East 16 <sup>th</sup> Street	B-Q	IND/BMT	070
3238	Cortelyou Road / East 16 <sup>th</sup> Street	B-Q	IND/BMT	070
3239	Botanic Gardens – Eastern Pkwy / Franklin Ave.	S	BMT	071
3240	Park Place / Franklin Ave.	S	BMT	077
3241	UNUSED POST NUMBER	----	----	----
3242	Dist. #32 Office (960 Carroll Street)	OFF SYSTEM	----	071



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### **DISTRICT # 33 POSTS**

<u><b>POST</b></u>	<u><b>STATION</b></u>	<u><b>LINE(S)</b></u>	<u><b>DIVISION</b></u>	<u><b>PRECINCT</b></u>
3301	Dist. #33 Office (Fulton St. / Van Sinderen Ave.)	-----	-----	073
3302	Bedford Avenue / North 7 <sup>th</sup> Street	L	BMT	094
3303	Lorimer Street / Metropolitan Avenue	L	BMT	094
3304	Graham Avenue / Metropolitan Avenue	L	BMT	094
3305	Grand Street / Bushwick Avenue	L	BMT	090
3306	Montrose Avenue / Bushwick Avenue	L	BMT	090
3307	Morgan Avenue / Harrison Place	L	BMT	090
3308	Jefferson Street / Wyckoff Avenue	L	BMT	083
3309	DeKalb Avenue / Wyckoff Avenue	L	BMT	083
3310	Myrtle Avenue / Wyckoff Avenue	L	BMT	104
3311	Halsey Street / Wyckoff Avenue	L	BMT	104
3312	Wilson Avenue / Moffat Street	L	BMT	083
3313	Bushwick Avenue / Aberdeen Street	L	BMT	083
3314	Broadway Junction / Eastern Parkway	L-J-Z	BMT	073
3315	Atlantic Avenue / Snediker Avenue	L	BMT	073
3316	Sutter Avenue / Van Sinderen Avenue	L	BMT	073
3317	Livonia Avenue / Van Sinderen Avenue	L	BMT	075
3318	New Lots Avenue / Van Sinderen Avenue	L	BMT	075
3319	East 105 <sup>th</sup> Street / Farragut Road	L	BMT	069
3320	Rockaway Parkway / Glenwood Road	L	BMT	069
3321	Marcy Avenue / Broadway	J-M-Z	BMT	090
3322	Hewes Street / Broadway	J-M-Z	BMT	090
3323	Lorimer Street / Broadway	J-M-Z	BMT	090
3324	Flushing Avenue / Broadway	J-M-Z	BMT	090
3325	Myrtle Avenue / Broadway	J-M-Z	BMT	083
3326	Kosciusko Street / Broadway	J-M-Z	BMT	081
3327	Gates Avenue / Broadway	J-Z	BMT	081
3328	Halsey Street / Broadway	J-Z	BMT	073
3329	Chauncey Street / Broadway	J-Z	BMT	073
3330	Alabama Avenue / Fulton Street	J-Z	BMT	075
3331	Van Siclen Avenue / Fulton Street	J-Z	BMT	075
3332	Cleveland Street / Fulton Street	J-Z	BMT	075
3333	Norwood Avenue / Fulton Street	J-Z	BMT	075
3334	Crescent Street / Fulton Street	J-Z	BMT	075
3335	Cypress Hills – Jamaica Avenue / Hemlock Avenue	J-Z	BMT	075
3336-3346	UNUSED POST NUMBERS	-----	-----	-----
3347	Central Avenue / Myrtle Avenue	M	BMT	083
3348	Knickerbocker Avenue / Greene Avenue	M	BMT	083
3349	Wyckoff Avenue / Myrtle Avenue	M	BMT	083
3350	Seneca Avenue / Palmetto Street	M	BMT	104
3351	Forest Avenue – Putnam Avenue / Fairview Avenue	M	BMT	104
3352	Fresh Pond Road / 62 <sup>nd</sup> Street	M	BMT	104
3353	Metropolitan Avenue	M	BMT	104
3354	UNUSED POST NUMBER	-----	-----	-----
3355	Kingston Avenue – Throop Avenue / Fulton Street	A-C	IND	079
3356	Utica Avenue / Fulton Street	A-C	IND	081
3357	Ralph Avenue / Fulton Street	A-C	IND	081
3358	Rockaway Avenue / Fulton Street	A-C	IND	073
3359	Broadway Junction - East New York	A-C	IND	073
3360	Liberty Avenue / Pennsylvania Avenue	A-C	IND	075
3361	Van Siclen Avenue / Pitkin Avenue	A-C	IND	075
3362	Shepherd Avenue / Pitkin Avenue	A-C	IND	075
3363	Euclid Avenue / Pitkin Avenue	A-C	IND	075
3364	Grant Avenue / Pitkin Avenue	A	IND	075



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### **DISTRICT # 34 POSTS**

<u><b>POST</b></u>	<u><b>STATION</b></u>	<u><b>LINE(S)</b></u>	<u><b>DIVISION</b></u>	<u><b>PRECINCT</b></u>
3401	Stillwell Avenue – Coney Island / Surf Avenue	D-F-N-Q	IND/BMT	060
3402	West 8 <sup>th</sup> Street / Surf Avenue – Aquarium	F-Q	IND/BMT	060
3403	Ocean Parkway / Brighton Beach Avenue	Q	BMT	060
3404	Brighton Beach – Brighton Beach Ave.	B-Q	IND/BMT	060
3405	Sheepshead Bay Road / East 15 <sup>th</sup> Street	B-Q	IND/BMT	061
3406	Neck Road / East 15 <sup>th</sup> Street to East 16 <sup>th</sup> Street	B-Q	IND/BMT	061
3407	Avenue U / East 15 <sup>th</sup> Street to East 16 <sup>th</sup> Street	B-Q	IND/BMT	061
3408	Kings Highway / East 15 <sup>th</sup> Street to East 16 <sup>th</sup> Street	B-Q	IND/BMT	061
3409	Avenue M / East 15 <sup>th</sup> Street to East 16 <sup>th</sup> Street	B-Q	IND/BMT	070
3410	Avenue J / East 15 <sup>th</sup> Street to East 16 <sup>th</sup> Street	B-Q	IND/BMT	070
3411	Avenue H / East 15 <sup>th</sup> Street to East 16 <sup>th</sup> Street	B-Q	IND/BMT	070
3412	Newkirk Avenue – Newkirk Plaza	B-Q	IND/BMT	070
3413	Neptune Avenue / West 6 <sup>th</sup> Street	F	IND	060
3414	Avenue X / McDonald Avenue	F	IND	061
3415	Avenue U / McDonald Avenue	F	IND	061
3416	Kings Highway / McDonald Avenue	F	IND	061
3417	Avenue P / McDonald Avenue	F	IND	061
3418	Avenue N / McDonald Avenue	F	IND	066
3419	Bay Parkway / McDonald Avenue	F	IND	066
3420	Avenue I / McDonald Avenue	F	IND	066
3421	18 <sup>th</sup> Avenue / McDonald Avenue	F	IND	066
3422	Ditmas Avenue / McDonald Avenue	F	IND	066
3423	86 <sup>th</sup> Street / West 7 <sup>th</sup> St. to West 8 <sup>th</sup> Street	N	BMT	061
3424	Avenue U / West 7 <sup>th</sup> St. to West 8 <sup>th</sup> Street	N	BMT	062
3425	Kings Highway / West 7 <sup>th</sup> St. to West 8 <sup>th</sup> Street	N	BMT	062
3426	Bay Parkway / 66 <sup>th</sup> Street to 67 <sup>th</sup> Street	N	BMT	062
3427	20 <sup>th</sup> Avenue / 63 <sup>rd</sup> Street to 64 <sup>th</sup> Street	N	BMT	062
3428	18 <sup>th</sup> Avenue / 63 <sup>rd</sup> Street to 64 <sup>th</sup> Street	N	BMT	062
3429	New Utrecht Avenue / 62 <sup>nd</sup> Street	N	BMT	062
3430	Fort Hamilton Parkway / 62 <sup>nd</sup> Street	N	BMT	068
3431	8 <sup>th</sup> Avenue / 61 <sup>st</sup> Street to 62 <sup>nd</sup> Street	N	BMT	068
3432	Bay 50 <sup>th</sup> Street / Stillwell Avenue	D	IND	060
3433	25 <sup>th</sup> Avenue / 86 <sup>th</sup> Street	D	IND	062
3434	Bay Parkway / 86 <sup>th</sup> Street	D-M	IND/BMT	062
3435	20 <sup>th</sup> Avenue / 86 <sup>th</sup> Street	D-M	IND/BMT	062
3436	18 <sup>th</sup> Avenue / New Utrecht Avenue	D-M	IND/BMT	062
3437	79 <sup>th</sup> Street / New Utrecht Avenue	D-M	IND/BMT	062
4383	71 <sup>st</sup> Street / New Utrecht Avenue	D-M	IND/BMT	062
3439	62 <sup>nd</sup> Street / New Utrecht Avenue	D-M	IND/BMT	062
3440	55 <sup>th</sup> Street / New Utrecht Avenue	D-M	IND/BMT	066
3441	50 <sup>th</sup> Street / New Utrecht Avenue	D-M	IND/BMT	066
3442	Fort Hamilton Parkway / New Utrecht Avenue	D-M	IND/BMT	066
3443	39 <sup>th</sup> Street / 9 <sup>th</sup> Avenue	D-M	IND/BMT	066
3444	36 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	D-M-N-R	IND/BMT	072
3445	45 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	N-R	BMT	072
3446	53 <sup>rd</sup> Street / 4 <sup>th</sup> Avenue	N-R	BMT	072
3447	59 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	N-R	BMT	072
3448	Bay Ridge Avenue / 4 <sup>th</sup> Avenue	R	BMT	068
3449	77 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	R	BMT	068
3450	86 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	R	BMT	068
3451	95 <sup>th</sup> Street / 4 <sup>th</sup> Avenue	R	BMT	068
3452	Dist. #34 Office (1243 Surf Avenue)	OFF SYSTEM	----	060”



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1. Review personnel and performance records of members of the service in the executive corps and other designated ranks and titles.
2. Act on recommendations concerning advancement, reappointment and assignment.
3. Determine individuals and Department-wide personnel policies.
4. Serve as advisors to the Police Commissioner.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
Chief of Department  
Chief of Staff



<b>ORGANIZATION GUIDE</b>		Appendix D: 2
<b>CAREER ADVANCEMENT REVIEW BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Interview candidates for civil service promotion, up to and including the rank of captain, whose performance and records require further review.
2. Make recommendations to the Police Commissioner through channels.

### **COMPOSITION**

Chief of Personnel (Chairperson)

A second bureau chief rotating among the following:

Chief of Patrol

Chief of Housing

Chief of Transit

Chief of Detectives

Chief of Transportation

A third deputy commissioner or bureau chief rotating among the following:

Internal Affairs

Intelligence / Counterterrorism

Community Affairs

Citywide Operations

Office of Equity and Inclusion



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<b>ORGANIZATION GUIDE</b>		Appendix D: 3
<b>BUREAU LEVEL - DETECTIVE PROMOTION REVIEW BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

**(Convened as required)**

1. Act as a subcommittee of the Department's Promotion Advisory Board.
2. Review documentation regarding candidates for detective third grade (investigator) who are NOT being recommended for promotion.
3. Review appeals regarding time deducted from unadjusted investigative time.
4. Forward recommendations to bureau chief concerned including a consolidated list of approved candidates for detective third grade (investigator), including information regarding adjusted and unadjusted investigative time.

**COMPOSITION**

Bureau Chief (designee) concerned (Chairperson)

Two uniformed members of the service above the rank of captain.

*The Chief of Personnel will convene a Detective Promotion Review Board to review candidates assigned to other than bureau level commands and will appoint a chairperson and two uniformed members of the service above the rank of captain.*

<b>ORGANIZATION GUIDE</b>		Appendix D: 4
<b>BOROUGH PERSONNEL REVIEW BOARDS</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

**(Convenes on a quarterly basis)**

1. Review and evaluate performance of uniformed members of the service who are performing at an unsatisfactory level of efficiency or are not suited for current assignment.
2. Review steps taken by member's commanding officer to correct poor performance prior to transfer.
3. Review members' performance evaluations, disciplinary record, Civilian Complaint Review Board complaints, sick record and arrest and summons activity.
4. Review **APPLICATION FOR TRANSFER (PD406-041)** submitted by uniformed member of the service assigned within borough command.
5. Make final determination if transfer (other than administrative transfer) will be of benefit to the Department and, where possible, to the member concerned.
6. Make inter-borough transfers as per Administrative Guide 320-10 (Transfer and Assignment of Uniformed Members of the Service).

*The board will forward a report on **Typed Letterhead**, addressed to the Chief of Patrol, when it recommends an inter-borough transfer as per Administrative Guide procedure 320-10. The report will include the member's background information relative to poor performance, efforts to improve performance, disciplinary action, if any, and other pertinent information.*

## **COMPOSITION**

Patrol Borough Executive Officer, Administration (Chairperson)  
Patrol Borough Adjunct  
Designated precinct commanding officers  
Borough personnel officer

<b>ORGANIZATION GUIDE</b>		Appendix D: 5
<b>SUPERVISORY ASSIGNMENT BOARD</b>		
DATE EFFECTIVE: 09-06-22	LAST REVISION: I.O. 93	PAGE: 1 of 1

1. Screen, personally interview, and select only highly-motivated supervisors possessing the necessary skills and potential to be successful in the Internal Affairs Bureau, Detective Bureau, Counterterrorism Bureau, and the Intelligence Bureau.

### **COMPOSITION**

Chief of Personnel (Chairperson)  
 Chief of Internal Affairs  
 Chief of Detectives  
 Chief of Counterterrorism  
 Chief of Intelligence  
 Chief of Patrol

<b>ORGANIZATION GUIDE</b>		Appendix D: 6
<b>EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND PRACTICES COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

1. Provide oversight to ensure fulfillment of the Department's policy to provide equal opportunity for all qualified applicants and employees.
2. Develop programs to prohibit discrimination in employment relating to disparate treatment of employees or applicants regarding any terms, conditions or privileges of employment in accordance with applicable federal, state, and local laws and the Citywide Equal Employment Opportunity Policies and Practices.

### **COMPOSITION**

Deputy Commissioner, Equity and Inclusion (Chairperson)  
Deputy Commissioner, Legal Matters  
Chief of Strategic Initiatives  
Chief of Personnel  
Chief of Training  
Commanding Officer, Human Resources Division

<b>ORGANIZATION GUIDE</b>		Appendix D: 6
<b>EQUAL EMPLOYMENT OPPORTUNITY POLICIES AND PRACTICES COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

1. Provide oversight to ensure fulfillment of the Department's policy to provide equal opportunity for all qualified applicants and employees.
2. Develop programs to prohibit discrimination in employment relating to disparate treatment of employees or applicants regarding any terms, conditions or privileges of employment in accordance with applicable federal, state, and local laws and the Citywide Equal Employment Opportunity Policies and Practices.

### **COMPOSITION**

Deputy Commissioner, Equity and Inclusion (Chairperson)  
Deputy Commissioner, Legal Matters  
Chief of Strategic Initiatives  
Chief of Personnel  
Chief of Training  
Commanding Officer, Human Resources Division

<b>ORGANIZATION GUIDE</b>		Appendix D: 7
<b>HONOR COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review requests for awards or achievement above the grade of Commendation and make recommendations to the Police Commissioner.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
 Chief of Department  
 Chief of Patrol  
 Chief of Detectives  
 Chief of Housing  
 Chief of Transit  
 Chief of Transportation  
 Chief of Special Operations  
 Chief of Community Affairs  
 Chief of Personnel



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<b>BUREAU DEPARTMENTAL RECOGNITION COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review and finalize requests for Departmental recognition involving aspects which require particular expertise in evaluating the merits of the request.
2. Make final determination for requests for Excellent Police Duty, Meritorious Police Duty and Commendation.
3. Forward approved requests for Exceptional Merit and Honorable Mention to Honor Committee for final determination.
4. Review disapproved or amended award requests and make recommendations.

### **COMPOSITION**

Two ranking officers (one designated as chairperson)  
Three non-supervisory officers



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<b>BOROUGH DEPARTMENTAL RECOGNITION COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review and finalize requests for Commendation, Exceptional Merit and Honorable Mention and forward to patrol borough commander (Commendation) or Honor Committee (Exceptional Merit or Honorable Mention) for final determination.
2. Review disapproved or amended award requests and make recommendations

### **COMPOSITION**

Two ranking officers (one designated as chairperson)  
Three non-supervisory officers

<b>ORGANIZATION GUIDE</b>		Appendix D: 10
<b>COMMAND LEVEL DEPARTMENTAL RECOGNITION COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review and finalize requests for Meritorious or Excellent Police Duty awards and forward to precinct commanding officer (Excellent Police Duty) or patrol borough operations commander (Meritorious Police Duty) for final determination.
2. Review and forward approved requests for awards higher than Meritorious Police Duty to the Borough Departmental Recognition Committee for review.
3. Review and forward requests involving aspects, which require particular expertise in evaluating the merits of the request, to Bureau Departmental Recognition Committee for review.
4. Review disapproved or amended award requests and make recommendations.

### **COMPOSITION**

Two ranking officers (one designated as chairperson)

Three non-supervisory officers (one may include member of precinct detective squad)

*All requests for Departmental recognition, with the exception of those requests involving members assigned to the Transit Bureau, Housing Bureau, Detective Bureau (not including precinct detective squads), and Office of the Chief of Special Operations will be processed through patrol precincts.*

*Commands which report to the Transit Bureau, Housing Bureau, Detective Bureau (not including precinct detective squads), and Office of the Chief of Special Operations will process all requests for Departmental recognition involving assigned members in a similar manner as requests being processed through patrol precincts.*

*Requests involving members assigned to precinct detective squads will continue to be processed through patrol precincts.*

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<b>COMMUNITY SERVICE REVIEW BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

**(Convenes as needed)**

1. Determine program acceptability.
2. Review submissions for “Career Program Points.”
3. Make recommendations to the Chief of Personnel.

### **COMPOSITION**

Chief of Community Affairs (Chairperson)  
 One Deputy Commissioner (rotating basis)  
 Chief of Patrol  
 Two patrol borough commanders (rotating basis)



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<b>ORGANIZATION GUIDE</b>		Appendix D: 12
<b>MEMORIAL DEDICATION COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review requests to rename Department equipment (harbor launches, helicopters, etc.) after deceased members of the service.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
 Chief of Department  
 Chief of Special Operations  
 Chief of Personnel  
 Deputy Commissioner, Management and Budget

<b>ORGANIZATION GUIDE</b>		Appendix D: 13
<b>SCHOLARSHIP COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

1. Review scholarship candidates from applications provided by the Office of Professional Development.
2. Recommend the most qualified candidates for scholarships to the Police Commissioner.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
 Office of the Chief of Department designee  
 Deputy Commissioner, Equity and Inclusion  
 Chief of Strategic Initiatives  
 Chief of Personnel  
 Chief of Training  
 Office of Professional Development

Two alternate members of the service, appointed by the chairperson from the executive staff (one representing enforcement commands and one representing administrative commands)

<b>ORGANIZATION GUIDE</b>		Appendix D: 14
<b>SUSPENSION/MODIFIED ASSIGNMENT REVIEW COMMITTEE</b>		
DATE EFFECTIVE: 09-06-22	LAST REVISION: I.O. 93	PAGE: 1 of 1

1. Review all cases as scheduled by the Performance Analysis Section.
2. Determine the appropriate duty status of members on suspension or modified assignment based upon review of each case folder and additional information provided by Committee members.
3. Ensure that the required processing procedures have been complied with and are on schedule.
4. Make recommendations to the First Deputy Commissioner on the appropriate duty status of each member when case has been reviewed.

*Prior to each meeting, Committee members will determine their commands' actions on each case and be prepared to brief other members of the Committee of the current status of their commands' activity.*

*At the Committee's discretion, a member's commanding officer at the time of suspension/modified assignment, may be directed to personally appear before the Committee when the case is scheduled for the initial ten-day review. The commanding officer will brief the Committee on the member's overall performance, the circumstances of the incident and other relevant information. The member's commanding officer has no vote on the Committee.*

## **COMPOSITION**

Chief of Personnel (Chairperson)  
 Chief of Internal Affairs  
 Deputy Commissioner, Department Advocate  
 Assistant Commissioner, Human Resources Division  
 Commanding Officer, Medical Division  
 Representative from First Deputy Commissioner's Office  
 Representative from applicable Bureau/Borough Investigation Unit

<b>ORGANIZATION GUIDE</b>		Appendix D: 15
<b>INTEGRITY REVIEW BOARD</b>		
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1. Review requests for Integrity Awards in the grade of Meritorious Police Duty and Commendation and make recommendations to the Police Commissioner.
2. Review and evaluate activities indicating commitment to integrity including, but not limited to:
  - a. Bribery arrests
  - b. Actions and/or information on:
    - (1) Corruptors
    - (2) Corrupt members of the service
    - (3) Corrupt conditions affecting the Department.
3. Recommend appropriate awards.

### **COMPOSITION**

Chief of Department (Chairperson)

Chief of Internal Affairs

Chief of Patrol

Chief of Detectives

Chief of Personnel

Chief of Housing

Chief of Transit

Commanding Officer, Criminal Enterprise Division

Uniformed member of the service in the rank of police officer, as selected by the Office of Chief of Department, on an ad hoc basis.

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<b>BOROUGH FIREARMS DISCHARGE ADVISORY BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review all incidents of firearms discharge by uniformed members of the service, and incidents in which a firearm that is or should have been in the possession or control of a uniformed member is discharged, occurring within the borough.
2. Forward report of findings and recommendations to the Firearms Discharge Review Board or the Use of Force Review Board, as applicable.

### **COMPOSITION**

Patrol Borough Commander (Chairperson)

Patrol Borough Adjutant

Housing Bureau captain or above

Transit Bureau captain or above

Detective Bureau captain or above

Uniformed member of equivalent rank in a similar assignment as member involved.

*Borough level determination regarding incident is to be made by the Patrol Borough Commander concerned.*



<b>ORGANIZATION GUIDE</b>		Appendix D: 17
<b>PRECINCT VEHICLE COLLISION SAFETY REVIEW BOARD(S)</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

**(Convenes within twenty days of collision,  
excluding extenuating circumstances)**

1. Review and assess findings and actions of Department vehicle collision investigations by duty captains and precinct commanders.
2. Review recommended disciplinary (or other) action, make changes when warranted, and implement action.
3. Implement precinct Department vehicle collision reduction safety programs and tactics.
4. Direct precinct Department vehicle collision reduction efforts.

### **COMPOSITION**

Precinct executive officer (Chairperson)

Lieutenant platoon commander or special operations lieutenant

Integrity control officer or assistant integrity control officer

Precinct training sergeant

Traffic safety supervisor or designee

Supervisor of operator's command (if other than precinct of occurrence)

Borough executive officer, if vehicle operator is in the rank of captain or above



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<b>ORGANIZATION GUIDE</b>		Appendix D: 18
<b>UNIFORM AND EQUIPMENT REVIEW COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

**(Convenes on an ad hoc basis, as needed)**

1. Convene as directed by the Chief of Department.
2. Review new technology and design in police uniforms and related equipment for possible use by uniformed members of the service and make recommendations for changes consistent with the quality and standardization of a professional police agency.
3. Obtain samples of uniforms and equipment for examination and test and evaluate such items as appropriate, using available Department expertise and resources as necessary.
4. Encourage and oversee development of improved design in uniforms and police equipment using Police Department personnel in addition to outside individuals and organizations.
5. Review those proposals submitted by the Uniform and Equipment Sub-Committee which affect Department-wide uniform and equipment policy.
6. Submit all recommendations to the Police Commissioner for approval.

### **COMPOSITION**

Chief of Department or designee (Chairperson)  
 Deputy Commissioner, Management and Budget  
 Deputy Commissioner, Public Information  
 Chief of Strategic Initiatives  
 Chief of Personnel  
 Chief of Patrol  
 Chief of Housing  
 Chief of Transit  
 One Borough Commander, on a rotating basis  
 Commanding Officer, Equipment Section  
 Representative: Police Benevolent Association

<b>ORGANIZATION GUIDE</b>		Appendix D: 19
<b>UNIFORM AND EQUIPMENT SUB-COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Convene as directed by the chairperson.
2. Review new technology and design in police uniforms and related equipment for possible use by uniformed members of the service and make recommendations for changes consistent with the quality and standardization of a professional police agency.
3. Obtain samples of uniforms and equipment for examination and test and evaluate such items as appropriate, using available Department expertise and resources as necessary.
4. Encourage and oversee development of improved design in uniforms and police equipment using Police Department personnel in addition to outside individuals and organizations.
5. Review all proposed changes or modifications in uniforms, equipment and other items suggested to represent the New York City Police Department, i.e., logos, unit insignias, award certificates, souvenirs, etc.
6. Submit a written report to the Uniform and Equipment Review Committee as needed, outlining the proposed changes and modifications in uniforms, equipment or other items.
7. Serve at the appointment of, and in accordance with the terms and procedures established by, the Chair of the Uniform and Equipment Review Committee.

### **COMPOSITION**

Two supervisors from the Office of the Chief of Department, who will serve as the Sub-Committee's chairperson and deputy chairperson

Four police officers from the Patrol Services Bureau (one from the Patrol Services Bureau and three from different patrol boroughs, which will be rotated)

One police officer from the Transit Bureau

One police officer from the Housing Bureau

One sergeant or detective from the Detective Bureau

One sergeant (from Patrol Services Bureau)

One lieutenant (from Patrol Services Bureau)

One member of the service (any rank) from the Equipment Section



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<b>ORGANIZATION GUIDE</b>		Appendix D: 20
<b>FIREARMS AND NON-LETHAL ALTERNATIVES RESEARCH AND DEVELOPMENT COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

1. To formulate and coordinate the research and development function in the areas of firearms, deadly force, and non-lethal alternatives.

### **COMPOSITION**

Chief of Department - (Chairperson)  
 Chief of Strategic Initiatives  
 Chief of Patrol  
 Commanding Officer, Firearms and Tactics Section  
 Commanding Officer, Emergency Service Unit  
 Commanding Officer, Crowd Management Unit  
 Commanding Officer, Force Investigation Division

*The Committee will meet every three months unless circumstances dictate that it meets more frequently.*

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<b>POLICE/CLERGY REVIEW COMMITTEE</b>		
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1. Review nominations for Police/Clergy Liaisons.
2. Make recommendations to the Police Commissioner.

### **COMPOSITION**

Chief of Community Affairs (Chairperson)  
 Chief of Department  
 Chief of Patrol  
 Chief of Personnel  
 Designated borough commander



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<b>ORGANIZATION GUIDE</b>		Appendix D: 22
<b>PUBLICATION REVIEW COMMITTEE</b>		
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1. Review and recommend to the Police Commissioner all promotional campaign literature including: printed matter, letters, pamphlets, brochures, advertisements, posters, photographic materials, radio and television releases and advertisements.

*All publications, newsletters, posters, etc., distributed to the public **must** be reviewed by the Office of the Mayor for Speechwriting, prior to distribution.*

### **COMPOSITION**

Deputy Commissioner, Public Information (Chairperson)  
Deputy Commissioner, Equity and Inclusion  
Chief of Strategic Initiatives  
Chief of Community Affairs

*Routine non-promotional printed matter distributed during the day to day operations of the Department are not subject to review by this Committee.*

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<b>TRAINING COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

**(convenes twice a year during the months of May and November)**

1. Ensure training policy is consistent with the Department's strategic vision.
2. Develop Department wide training policy for uniformed and civilian members of the service.
3. Establish key objectives for Department training.
4. Establish priority areas for the development of new training.
5. Review key metrics related to training to ensure training curriculum is achieving goals of the Department.
6. Assess training methodologies to ensure training is delivered in the most effective manner possible.
7. Make recommendations to the Police Commissioner concerning training.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
 Chief of Department  
 Deputy Commissioner, Equity and Inclusion  
 Deputy Commissioner, Legal Matters  
 Chief of Strategic Initiatives  
 Chief of Training  
 Commanding Officer, Office of Management Analysis and Planning  
 Department stakeholders of training topics concerned (at request of Chairperson)

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<b>FILM REVIEW COMMITTEE</b>		
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1. Provide guidance and assistance to ensure that films/videotapes produced by and for this Department accurately reflect Department policy and contain complete and verified information.
2. Ensure that film/videotape projects are properly coordinated and utilized, when appropriate.
3. Ascertain if film/videotape project is cost effective.
4. Assist in articulating Department policy if outside consultants are employed.
5. Recommend approval of film/videotape project, when appropriate.

### **COMPOSITION**

Deputy Commissioner, Public Information (Chairperson)  
 Chief of Patrol  
 Chief of Training  
 Commanding Officer, Office of Management Analysis and Planning

*Meetings are to be attended by principals ONLY - no representatives.*



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<b>COMMITTEE ON ART</b>		
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1. Review, evaluate and recommend to the Police Commissioner all art proposed for display in either Police Headquarters or other Department facilities including:
  - a. Paintings
  - b. Sculptures
  - c. Photographic images

### **COMPOSITION**

Deputy Commissioner, Management and Budget (Chairperson)  
 Deputy Commissioner, Legal Matters  
 Deputy Commissioner, Public Information  
 Chief of Department  
 Representative, Art Commission  
 Representative, Patrolmen's Benevolent Association



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<b>ORGANIZATION GUIDE</b>		Appendix D: 26
<b>SAFETY BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Consider all matters relating to traffic safety.
2. Analyze traffic conditions and methods and recommend improvements.
3. Submit proposed changes in traffic laws to the Police Commissioner.

### **COMPOSITION**

Chief of Department (Chairperson)  
 Chief of Patrol  
 Chief of Transit  
 Patrol borough commanders  
 Chief of Transportation  
 Commanding Officer, Highway District  
 Commanding Officer, Mounted Unit



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<b>ORGANIZATION GUIDE</b>		Appendix D: 27
<b>SPECIAL EVENTS BOARD</b>		
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1. Review problematic issues that may impact on large parades, street fairs/festivals, and other large gatherings.

### **COMPOSITION**

Chief of Department (Chairperson)

Chief of Patrol

Patrol borough commander of borough where parade is scheduled

Commanding Officer, Traffic Operations District



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<b>BOARD OF ETHICS</b>		
DATE EFFECTIVE: 09-06-22	LAST REVISION: I.O. 93	PAGE: 1 of 1

1. Rule on all matters of ethical conduct and establish appropriate guidelines.

### **COMPOSITION**

Deputy Commissioner, Legal Matters (Chairperson)  
 Chief of Strategic Initiatives  
 Chief of Internal Affairs  
 Chief Chaplain

<b>ORGANIZATION GUIDE</b>		Appendix D: 29
<b>VEHICLE ALLOCATION COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

(convenes annually)

1. Evaluate the Department's vehicular needs and monitor vehicle utilization levels.
2. Conduct periodic review of marked/unmarked vehicle allocations and recommend changes as necessary.
3. Make recommendations to the Police Commissioner relative to purchase of marked/unmarked vehicles.
4. Review requests for additional vehicles and need for RMP/unmarked vehicles by newly established units.
5. Select and continually evaluate the most appropriate metrics (e.g., vehicle mileage, command geography, sustained operational components, personnel allotment, etc.) to form the most comprehensive vehicle allocation methodology.

### **COMPOSITION**

Deputy Commissioner, Support Services Bureau (Chairperson)

Deputy Commissioner, Management and Budget

Chief of Strategic Initiatives

Chief of Department

Chief of Patrol

Director, Fleet Services Division

Commanding Officer, Quality Assurance Division

Representatives of various ranks (e.g., subordinate, supervisory, and executive) from the following:

Office of the First Deputy Commissioner

Office of the Chief of Department

Office of the Deputy Commissioner, Management and Budget

Office of Management Analysis and Planning

Support Services Bureau

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<b>DEPARTMENT INCENTIVE COMMITTEE</b>		
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1. Administer Incentive Program in conformance with Citywide guidelines.
2. Determine program goals.
3. Establish specific criteria required for receipt of awards.
4. Recommend award recipients to Police Commissioner.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
 Chief of Department  
 Deputy Commissioner, Management and Budget  
 Deputy Commissioner, Equity and Inclusion  
 Chief of Personnel  
 Chief of Internal Affairs  
 Commanding Officer, Office of Management Analysis and Planning  
 Human Resources Division  
 Commanding Officer, Employee Resources Section

<b>ORGANIZATION GUIDE</b>		Appendix D: 31
<b>THE DEPARTMENT VEHICLE COLLISION REVIEW COMMITTEE</b>		
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1. Convene on a quarterly basis for the primary purpose of reducing serious injuries to members of the service that result from Department vehicle collisions. The committee reviews cases to develop methods to improve training, monitor compliance with Department policy, identify hazards, and prevent recurrence of similar incidents.

### **COMPOSITION**

Deputy Commissioner, Risk Management Bureau (Chairperson)  
 Chief of Department  
 Deputy Commissioner, Legal Matters  
 Executive Director, Support Services Bureau  
 Chief of Personnel  
 Chief of Training  
 Chief of Patrol  
 Chief of Detectives  
 Chief of Transportation  
 Chief of Housing  
 Chief of Transit  
 Chief of Community Affairs  
 Commanding Officer, Performance Analysis Section  
 Commanding Officer, Communications Division

<b>ORGANIZATION GUIDE</b>		Appendix D: 32
<b>CONFIDENTIAL INFORMANT REVIEW COMMITTEE</b>		
DATE EFFECTIVE: 09-06-22	LAST REVISION: I.O. 93	PAGE: 1 of 1

1. Review decisions relating to the registration of confidential informants.
2. Review Intelligence Bureau reports of individual confidential informants' activity and evaluations of their reliability on a random basis and decide whether and under what conditions the individual should continue to be utilized as a confidential informant.
3. Make recommendations on procedure and policy for the registration, supervision, and payment of confidential informants.

### **COMPOSITION**

Chief of Department (Chairperson)  
 Chief of Operations (designee)  
 Deputy Commissioner, Intelligence and Counterterrorism (designee)  
 Chief of Patrol (designee)  
 Chief of Detectives (designee)  
 Chief of Criminal Enterprise Division (designee)  
 Chief of Internal Affairs (designee)  
 Chief of Transit (designee)  
 Chief of Housing (designee)



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<b>POST VERDICT/SETTLEMENT REVIEW COMMITTEE</b>		
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1. Review, periodically, civil litigation verdicts and settlements in police action cases in order to provide insight and direction regarding officer conduct, Department process and procedures, and/or future litigation.

**CASES SUBJECT TO REVIEW:**

1. Cases resulting in a plaintiffs' verdict above nuisance value.
2. Cases which significantly implicate Department policy and practices.
3. Employment cases alleging discrimination or retaliation settled above nuisance value.
4. Police action cases with settlements above \$250, 000.
5. Cases involving noteworthy or unusual circumstances.

**COMPOSITION**

Deputy Commissioner, Legal Matters (Chairperson)  
 Chief of Department  
 Chief of Strategic Initiatives  
 Chief of Training  
 Police Commissioner's Office (PCO) disciplinary review staff (designee)  
 Chief of Personnel

<b>ORGANIZATION GUIDE</b>		Appendix D: 34
<b>VEHICLE COMMITTEE</b>		
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(convenes semi-annually)

1. Review new technology and design in police vehicles and related equipment.
2. Obtain samples of equipment for examination and test and evaluate such items as appropriate.
3. Encourage and oversee development of improved design in vehicles and police equipment using Department personnel.
4. Review those proposals submitted by the Vehicle Committee participants which affect Department-wide vehicle policy.

### **COMPOSITION**

Deputy Commissioner, Support Services Bureau or designee (Chairperson)  
 Director, Fleet Services Division  
 Commanding Officer, Fleet Services Division  
 One supervisor or vehicle coordinator from the Office of the First Deputy Commissioner  
 One supervisor or vehicle coordinator from the Office of the Chief of Department  
 One Supervisor or vehicle coordinator from the Office of the Chief of Patrol  
 One supervisor or vehicle coordinator from each patrol borough command  
 One supervisor or vehicle coordinator from the Office of the Special Operations Division  
 One supervisor or vehicle coordinator from the Mounted Unit  
 One supervisor or vehicle coordinator from the Transit Bureau  
 One supervisor or vehicle coordinator from the Housing Bureau  
 One supervisor or vehicle coordinator from the Detective Bureau  
 One supervisor or vehicle coordinator from the Traffic Operations District  
 One supervisor or vehicle coordinator from the Highway District  
 One supervisor or vehicle coordinator from the Traffic Enforcement District  
 One supervisor or vehicle coordinator from the School Safety Division

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<b>CIVILIAN ADVANCEMENT BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

(convenes semi-quarterly)

1. Coordinate the Department's Civilian Advancement Program for civilians, which will include but not be limited to the following: salary adjustments, civilian upgrades/promotions, and title changes.
2. Evaluate and make recommendation for approval or disapproval for each member for salary adjustment based on their commanding officer's reason for the nomination and past records.

### **COMPOSITION**

Chief of Personnel (Chairperson)  
 Deputy Commissioner, Management and Budget  
 Deputy Commissioner, Legal Matters  
 Deputy Commissioner, Labor Relations  
 Chief of Department  
 Chief of Patrol  
 Commanding Officer, Career Enhancement Division  
 Director, Civilian Members Outreach Services

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<b>USE OF FORCE REVIEW BOARD</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

(convenes semi-quarterly)

1. Review all incidents of firearms discharge by uniformed members of the service, incidents in which a firearm that is or should have been in the possession or control of a uniformed member is discharged, all incidents when a person dies or is seriously injured and likely to die while in, or just prior to, police custody, and any possible violations of the force prohibitions indicated in Patrol Guide 221 Series, "Tactical Operations" on a case-by-case basis.

### **COMPOSITION**

First Deputy Commissioner (Chairperson)  
 Chief of Department  
 Deputy Commissioner, Legal Matters  
 Chief of Training  
 Chief of Personnel  
 Operational Bureau Chief or designee in the rank of Deputy Chief or above (rotating basis)  
 Commanding Officer, Firearms and Tactics Section  
 Commanding Officer, Risk Management Bureau\*  
 Commanding Officer, Department Advocate's Office\*

*\*Attend board meetings only as an informational resource for committee members.*

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<b>DEPARTMENT RESEARCH COMMITTEE</b>		
DATE EFFECTIVE: 06-03-22	LAST REVISION: I.O. 69	PAGE: 1 of 1

(convenes semi-quarterly)

1. Solicit research topics from deputy commissioners and bureau chiefs on an annual basis.
2. Evaluate the research topics and determine which, if any, meet the strategic goals of the Department.
3. Outline the research topics in an agenda and publish on the Department's website.
4. Designate the appropriate stakeholder as project owner, upon approval of each research proposal.
5. Meet on a quarterly basis to review the progress of projects by external researchers.

### **COMPOSITION**

Chief of Strategic Initiatives (Chairperson)  
 Designee, Chief of Department  
 Deputy Commissioner, Equity and Inclusion  
 Deputy Commissioner, Information Technology  
 Deputy Commissioner, Legal Matters  
 Chief of Collaborative Policing  
 Chief of Crime Control Strategies

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<b>NIGHTLIFE COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Act as the Department's liaison to the Office of Nightlife, Mayor's Office of Media and Entertainment.
2. Meet regularly with stakeholders in the nightlife industry.
3. Develop internal policy recommendations and training related to nightlife matters.
4. Publish and disseminate "Best Practices" and other public awareness literature, videos, posters, etc.
5. Ensure Department policy related to nightlife establishments is consistent with Neighborhood Policing.

### **COMPOSITION**

Chief of Department (Chairperson)  
 Assistant Deputy Commissioner, Civil Enforcement Unit  
 Commanding Officer, Crime Prevention Division  
 Commanding Officer, Vice Enforcement Division  
 One inspector from each Patrol Borough  
 One inspector from the Housing Bureau  
 One inspector from the Transit Bureau

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<b>EXECUTIVE DISCRETIONARY PROMOTION REVIEW COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

(convened by the Police Commissioner)

1. Consider executive candidates for discretionary promotion.

### **COMPOSITION**

Police Commissioner (executive representative)  
First Deputy Commissioner (executive representative)  
Chief of Department (executive representative)

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<b>EXECUTIVE ORDER 67 COMPLIANCE COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

(convenes periodically)

1. Review Department promotions to uniformed senior positions to ensure compliance with Mayoral Executive Order 67 of 2021.
2. Make recommendations regarding promotion policy/practice as needed.

### **COMPOSITION**

Deputy Commissioner, Equity and Inclusion (executive representative)

Chief of Personnel (executive representative)

Deputy Commissioner, Legal Matters (executive representative)



**NYPD**  
New York City Police Department



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<b>COURTESY, PROFESSIONALISM AND RESPECT (CPR) SEMI-ANNUAL CITYWIDE RECOGNITION COMMITTEE</b>		
DATE EFFECTIVE: 09-29-21	LAST REVISION:	PAGE: 1 of 1

1. Review nominations for Citywide Courtesy, Professionalism, and Respect (CPR) awards.
2. Meet semi-annually to select recipients of awards during ceremonies to be held each June and December.

### **COMPOSITION**

Chief of Community Affairs (Chairperson)  
 Chief of Department  
 Chief of Personnel  
 Commanding Officer, Quality Assurance Division (Advisory Member)